



**Job Title: Special Events Supervisor**  
**Reports to: Development Director**

**Job Summary:**

Camp Aranzazu is searching for a creative, detail-oriented, dynamic individual to join our development team! Working a hybrid schedule based out of our Houston office, the special events supervisor will create and execute mission-driven, engaging events to help us raise more than \$500,000 annually. With events in Houston, San Antonio, and the Coastal Bend, we are excited to welcome a new member to our team who is ready to support camp's growth. The position includes overseeing all aspects of the event lifecycle, from developing a design vision to hiring vendors to managing guest communication.

**Why Join Camp Aranzazu:**

Camp Aranzazu offers a compensation package including health benefits covered by the employer, 401k matching, vacation, cell phone stipend, and professional development budget. The position's salary is budgeted at \$40,000. With a seasoned staff to provide support and guidance, this position offers growth and the ability to make an immediate impact. Located near Rockport, Camp Aranzazu (*pronounced ah RAN zuh zoo*) is a nonprofit, year-round residential camp for children and adults with special needs and chronic illnesses. "Aranzazu" is a Basque term that means "a spiritual place requiring a difficult path to reach."

**Essential Job Duties:**

- Serves as the lead in planning, preparing for, and executing annual fundraising events
- Collaborates with an external graphic designer to create save the dates, invitations, eblasts, and signage
- Alongside the Development Director, works with event leadership to strategically assemble host committees and guest lists
- Identifies, solicits, and compiles raffle items and auction packages, collaborating with the Development and Communications Project Manager to build out the auction platform
- Identifies staffing needs to solicit help from employees and volunteers
- Communicates with sponsors pre-event to register guests and share event details
- Organizes annual fund events, including stewardship and cultivation evenings
- Works across departments to assist in planning events as needed
- Other duties as assigned

**Experience and Skills:**

- Proficient in Microsoft Office suite
- Detail-oriented, while able to set creative vision
- Aptitude for setting priorities in a fast-paced environment, while maintaining consistent quality
- Superior organization skills
- Self-discipline to work independently and empathetic communication skills to work collaboratively
- Strong ethical standards
- Capacity to self-travel between Houston, San Antonio, Corpus Christi, and Rockport
- Ability to lift and/or carry up to 25 pounds, though work is typically performed in an office-based environment

**To Apply:**

Email your resume and cover letter to Kate Plouvier, Development Director, at [kate@camparanzazu.org](mailto:kate@camparanzazu.org). Inquiries regarding this position may also be addressed through email. Only candidates identified for further consideration will be contacted. Please note three professional references will be required from all finalists prior to an offer being made.

Camp Aranzazu is an Equal Opportunity Employer.