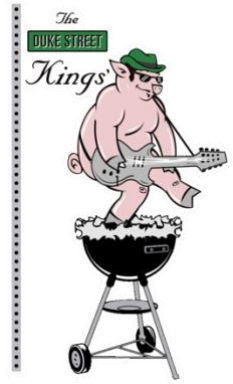


**Job Title: Administrator, Blues & BBQ for Better Housing Foundation**  
**Organization: Blues & BBQ for Better Housing Foundation**  
**Job Type: Part-time, \$500 per month**



**About Blues & BBQ for Better Housing Foundation**

Blues & BBQ for Better Housing Foundation is a non-profit organization committed to addressing housing challenges and fostering community development through the power of music. The Blues & BBQ Festival for Better Housing Foundation is a 501c3 organization dedicated to increasing awareness of, and raising money for, Habitat for Humanity Metro Denver and other programs that benefit affordable housing through an annual music festival and other community events.

**Position Overview:**

We are seeking a highly organized and motivated Administrator to join our team and play a crucial role in the day-to-day operations of Blues & BBQ for Better Housing Foundation. The ideal candidate will be self-motivated, detail-oriented, adept at multitasking, and passionate about contributing to a meaningful cause. The Administrator will work closely with the Board of Directors to ensure the smooth functioning of the Edgewater Music Festival.

**Responsibilities:**

**Edgewater Music Festival Support:**

- Assist in the planning and execution the Edgewater Music Festival, ensuring all logistical aspects are well-coordinated
  - Grounds - including but not limited to: sound and stage, lighting, potties, generators, ATMs
  - Beer and Wine – including but not limited to: beer delivery, ice delivery, wine and hard seltzers
  - Sponsor signage ordered to be delivered the week before the festival
  - Coordinate and receive water delivery
  - VIP Tent – included by not limited to: working with Laura to ensure all pre-event logistics are complete
- Collaborate with event vendors, sponsors, and volunteers to ensure successful events

**Database Management:**

- Maintain and update donor databases, ensuring accurate and up-to-date information
- Generate reports and assist in tracking donations

**Financial Support:**

- Assist with basic financial tasks such as expense tracking, sponsor and in-kind donor tracking, and budget monitoring
- Collaborate with the finance team to ensure accurate listing of sponsors and in-kind donors

**Community Outreach:**

- Support community outreach efforts, engaging with stakeholders, volunteers, and partner organizations
- Assist in maintaining positive relationships with, vendors, donors and sponsors

**Reporting:**

- Submit a report each month to the Board President of the progress of logistics management of the Edgewater Music Festival

**Qualifications:**

- Proven experience in event management roles, preferably in a non-profit environment
- Strong organizational and time-management skills
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office Suite and other relevant software
- Ability to work independently and collaboratively in a dynamic environment

**How to Apply:**

Interested candidates should submit a resume, cover letter, and references to Ranger Miller at [dskranger@aol.com](mailto:dskranger@aol.com).

Blues & BBQ for Better Housing Foundation is an equal opportunity employer. We encourage individuals from diverse backgrounds to apply.

Application Deadline: February 29, 2024