



RIVER LEGACY

FOUNDATION

JOB DESCRIPTION

Job Title: Event Manager
Reports: Executive Director
Classification: Full Time – Exempt
Salary: \$42,500-\$54,250 a year
Work Schedule: Min. 40 hours per week; will be required to work some evenings and weekends.

Position Overview:

River Legacy Nature Center in Arlington, Texas is searching for a full-time Event Manager with event and exhibition planning experience. We are seeking an energetic and passionate individual who will be responsible for delivering multiple events and assist with exhibits that inspire and engage participants in the organization's mission. The center is located in the 1,300-acre River Legacy Parks, a floodplain woodland along the Trinity River.

Responsibilities:

- Plan and execute a strategic, well-balanced schedule for annual fundraising events including staff & committee planning meetings
- Planning all event logistics, deliveries, set up and breakdown
- Help recruit non-board members to serve on event committees and task force
- Manage event staff and committee on ordering signage and booking event vendors
- Working with Volunteer Manager to coordinate needed event volunteers
- Work closely with the Director of Development to help coordinate and deliver donor-centered communications for events. Maintain relationships with donors, corporate sponsors, vendors, and partners associated with the events
- Maintain records of donor, participant, and sponsor contact in DonorPerfect database
- Participate in the recruitment and solicitation of individuals and businesses for teams, sponsorships, auction items and in-kind contributions for events
- Work closely with the Executive Director and Marketing Coordinator to assist in the planning and implementation of exhibitions and exhibition openings in the Discovery Room space
- Assist with other tasks requested by Executive Director



RIVER LEGACY FOUNDATION

Qualifications:

- Bachelor's degree required; comparable special events experience in lieu of degree considered
- A minimum of five years' experience in development, fundraising or event management
- Excellent organizational, analytical and time management skills
- Motivational leader with high energy
- Strong management skills with ability to independently manage multiple personnel and projects simultaneously while succeeding under pressure
- Capacity to take initiative, build consensus and to work effectively cross-departmentally
- Must pass a background check.

Benefits:

- Paid Time Off
- Health Insurance Coverage
- Professional development opportunities

Submission:

Applicants must submit resume via email to Jill Hill at jill@riverlegacy.org. Selected candidates will be contacted for an interview.

River Legacy Foundation is an Equal Opportunity Employer

Information about River Legacy Foundation, River Legacy Park and River Legacy Nature Center can be found at www.riverlegacy.org