



RIVER LEGACY

FOUNDATION

JOB DESCRIPTION

Job Title: Special Events Manager
Reports: Executive Director
Classification: Full Time – Exempt
Salary: \$38,500-\$52,500 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 Special Events Manager with event planning experience. We are seeking an energetic and passionate individual who will be responsible for delivering multiple special events that inspire and engage participants, sponsors, and donors to celebrate 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 and committee planning meetings and event prep tasks
- Work closely with event planning committees and staff to define event goals, objectives and specific implementation
- Lead all event planning and committee meetings and discussion
- Plan and organize all event logistics (deliveries, set up and breakdown) including but not limited to vendors, caterers, security, suppliers, etc.
- Organize and lead collaboration with the marketing department on event concept, marketing deliverables, graphic design/production/printing and event signage
- Performs a variety of physical tasks including but not limited to moving tables and chairs and other event materials and supplies
- Working with Volunteer Coordinator to forecast event volunteer needs and role descriptions
- Work closely with the Executive Director and Director of Development to help coordinate donor-centered communications and deliverables for events. Develop and maintain relationships with donors, corporate sponsors, vendors, and partners associated with the events
- Maintain records of donor and sponsor communications in DonorPerfect database



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- Create event sponsorship packages and lead the solicitation and securing of sponsorships, participants, auction items and in-kind contributions for the events.
- Manage the follow-up with vendors, sponsors, and staff members after each event.
- Assist with other tasks requested by Executive Director

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
- Ability to lift 30 pounds

Benefits:

- Paid Time Off
- ETO
- Health Insurance Coverage
- Flexible Work Schedule
- Professional development opportunities

Submission:

Applicants must submit resume via email to Shannon Porter at shannon@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