**Title:** Special Events Coordinator

**Reports to:** Director, Operations

**Work Schedule:** Tues-Sat FT (Occasional nights and weekends as needed)

**Positions supervised:** Vendors, contract educators, interns and volunteers

**Job Status:** FT  **FLSA Status:** Exempt

**Position Summary:**

The Special Events Coordinator plans, executes and serves as the public face for the Center’s non-environmental education based park activity. He/she is the key contact for facility rental inquiries and fulfillment. This position focuses on community programming throughout the park as well as cross functional event support for development and operations. The successful coordination of multiple events, community programs and fundraisers is essential to the success of the Dunwoody Nature Center.

**Principal Responsibilities:**

**Special Events, Community Programs and Fundraising**

Develop and implement strategic plans for the successful execution of park based special events (e.g.: concerts, art-in-the-park). Support fundraising and programs by managing the event aspect of fundraising/development initiatives and festivals.

Develop, propose and execute innovative and creative ideas for new events in order to update/refresh non-environmental education based offerings and continually activate the park.

Collaborate with staff to establish event goals and objectives.

Develop and recommend event operating procedures; establish and manage event planning timelines; create task assignments; propose resources needed to execute event including subcontractors.

Coordinate event logistics, publicity, and advertising for Nature Center events.

Create comprehensive marketing and advertising plan for special event park activity. To include relationship-building and maintenance of secondary marketing channels and social media.

**Facility Rental**

Maintain database of customer inquiries; follow up with potential customers and measure post rental satisfaction with an eye towards refinement of facility rental program.

Create vendor programs and client packages for casual, mid-range and full service event rentals to include complete client customer service, contract management, event set-up, vendor management, staffing, clean up and break down.

Collaborate with staff and clients to establish rental goals and objectives.

Create comprehensive marketing and advertising plan for revenue generating use of venue space. To include relationship-building and maintenance of secondary marketing channels and social media.

**Cross Functional Responsibilities**

Supervise and coordinate with event contractors and subcontractors.
Ensure customer satisfaction through complete understanding of event goals and post-event analysis.

Assist in the management of area budget. Determine fiscal requirement for events, prepare budget, and negotiate terms with vendors.

Make recommendations for improvement of events/services to internal and external parties, and implement process improvements as appropriate.

Provide leadership, direction and coordination among vendors, guests, staff and volunteers.

**Education:** Bachelor’s Degree and 1-3 years of related experience or equivalent combination of experience, education and training.

**Competencies:** The Nature Center is looking for a fun-loving, outgoing professional to coordinate special events, non-environmental education based programs and facility rentals for the organization. This individual should be able to handle the planning and execution of multiple events over the course of the year, as well as propose and develop new initiatives in support of the Nature Center’s mission.

- Understanding of the mission of the Nature Center and how event use complements that mission.
- Ability to read, analyze and interpret complex documents.
- Ability to respond effectively to inquiries or complaints in a timely and professional manner.
- Excellent writing and presentation skills.
- Superior project management skills with excellent attention to detail
- Ability to work independently and as part of a team.
- Ability to lead-through-influence various vendors and subcontractors.
- Demonstrated computer skills and ability to learn project-specific software.