

Reports To: Development Director

Employment Status: Full-time

Salary: Full time salary commensurate with experience with excellent benefits

About the Arboretum

Houston Arboretum & Nature Center is a nonprofit organization whose mission is *to provide education about the natural environment to people of all ages, and to protect and enhance the Arboretum as a haven and sanctuary for native plants and animals*. Located on the western edge of Memorial Park, this 155-acre urban nature sanctuary encourages visitors to slow down and enjoy the natural world. One of the first nature education facilities for children in the state of Texas, the Arboretum proudly welcomes over 10,000 school children and 600,000 visitors annually.

Please visit our website for further information on the history, people, and programs of the Arboretum. www.houstonarboretum.org

Job Description

The Houston Arboretum & Nature Center holds several special events throughout the year to support the organization's mission of nature education and conservation. These events range from small private experiences to large family festivals. The position requires very detailed organizational skills, a high level of professionalism, and flexibility. Special events are supported by contractors, volunteers, and other staff, as needed.

The **Special Events Manager** works closely with the Development Director, event fundraising committees, board members, and other staff to build long-term relationships to increase awareness of and support for the organization's mission and goals. This position is responsible for a portfolio of fundraising special events; integrating plans with the Arboretum staff; developing and managing budgets; planning, oversight, and execution of fundraising and development events for the organization in a manner consistent with the Arboretum's goals, mission, and values.

Duties

- Manage and assume responsibility for all event logistics including venue layout & details, vendor selection & management, establishment & monitoring of timelines, volunteer management, outreach & solicitation collateral, on-site requirements, and day-of-event management
- Coordinate production of event collateral including invitations, promotional items, signage, and others including securing logos
- Closely monitor all expenses and revenue related to events according to budget assumptions
- Manage 12-15 events per year with attendance ranging from 25-4500+ guests including the Alfresco Gala, Arbor Cup Golf Tournament, Tapas on the Trails, ArBOoretum Family Festival, Sip & Strolls, Pup Crawl, and other fundraising events.
- Must interact with board members and fundraising chairs in a professional, polite, and timely manner
- Create new fundraising collaborations with community businesses and other organizations
- Secure in-kind donations from vendors and partners
- Handle issues quickly and professionally, and respond calmly to all emergency situations
- Respond to all guests in a friendly manner, even under stressful situations
- Independently run events and provide summary reports on time
- Supervise volunteers and vendors, upholding all Arboretum standards and policies
- Collaborate with staff to develop creative, new ideas for ongoing events
- Support Development Director as needed for special funder meetings and events
- Must be able to lift and setup tables, chairs, glassware, and other deliveries
- Work some evening and weekend hours

Requirements: Bachelor's Degree preferred; At least 4 years experience in event coordination and/or non-profits; experience managing large-scale fundraising events required; Highly organized and detail oriented; strong interpersonal and communication skills required

Benefits: The Houston Arboretum & Nature Center offers health care and 401k benefits to all full-time employees.

Please send resumes to keverett@houstonarboretum.org