



<b>Job title</b>	<i>Community Events Director</i>	<i>FTE 0.8 ( 32 hours weekly), exempt</i>
<b>Reports to</b>	<i>Executive Director</i>	<i>Salary Range: \$26-\$33k annually, DOE</i>

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

**Job purpose**

The *Community Events Director* will be responsible for development and implementation of inspiring and effective WRI mission focused education, outreach and fundraising events for all community members.

**Duties and responsibilities**

The *Community Events Director* will be solely responsible for all aspects of WRI community level education, outreach and fundraising events intended to inform, inspire, and connect all ages with the mission of WRI. The position will follow guidance from the Executive Director and Outreach Committee, in line with the WRI strategic plan, and will be responsible for all aspects of development, implementation and fiscal sustainability of WRI events.

- **Community Education, Outreach and Fundraising Events at WRI;** directing all aspects of events, from development through implementation, including: sponsorship, registration management, volunteer recruitment, scheduling, budget development, sales, promotion and program evaluation.
- **Leavenworth Spring Bird Fest;** directing all aspects of event from development through implementation, including: Program and budget development, marketing plan including marketing materials, sponsorship development, sales & coordination, vendor management, volunteer recruitment and coordination for the entire event.
- Lead production of annual fundraiser banquet working directly with the Outreach Committee.
- Create and maintain event and WRI program marketing including (but not limited to): printed materials, website updates, digital membership communications, social media.
- Create and sell sponsorship and partner packages for events and programming
- Recruit, train and maintain a strong team of volunteers for events, working collaboratively with WRI committees.
- Be present for all events, ensure for proper staff and volunteer coverage.
- Maintain friendly and productive working relationships with staff, board, volunteers, students, teachers, parents, administrators, colleges, media, foundations, and the general public.
- Development of reports to board, committees, school districts and funders, when needed.

**Qualifications**

The *Community Events Director* should possess a strong desire to create engaging community events supporting the mission of WRI. Candidates will be able to demonstrate a high level of organization, and self-motivation, excellent interpersonal and communications skills, the ability to function and make decisions under pressure, and possess a commitment to sustainability principles, environmental stewardship, conservation & education.

Strong candidates will have knowledge of local natural and cultural history, as well as experience in hands-on, inquiry-based, education. This position must be willing and able to work independently, participate as a team member, and be an effective, positive leader to build a strong team of volunteers to support events.

**Minimum Qualifications:**

- Highly organized with the ability to multi-task, prioritize projects, problem solve and complete tasks in a timely manner, able to be flexible and adapt to variable working conditions during events.
- High level interest/knowledge/curiosity/passion for natural sciences (birding, geology, botany, ecology, climate change)
- 2 years' experience in event planning, management and implementation including budget development/management and money handling, volunteer recruitment and management, development of collaborative organizational relationships within the community
- 2 years' experience in leading grassroots marketing, through various print, online and social media outlets
- Bachelor's degree, or equivalent experience, in communications, education or relevant field of study
- Must be proficient in Microsoft Office programs, social media content generation, database management and publishing software and demonstrate excellent written and verbal communication skills

Preferred:

- Experience in grant writing, and press releases
- Nonprofit experience (staff, volunteer, donor)
- Birding knowledge and/or experience
- Bi-lingual
- Washington State Class 12 Mixologist Permit and a Washington State Food Handlers Card.

**Working conditions**

Wenatchee River Institute maintains a positive work environment allowing for staff to work in various locations and have flexibility in scheduling depending on workload and programming.

Employees are expected to dress and act in an appropriately professional manner at all times while representing WRI, use good judgement and make sound decisions in the absence of specific directions.

Working hours will vary depending on events, occasional weekend, and evening work will be required in this position. The Community Events Manager is expected to be present, or provide staff/volunteers for, all events.

**Physical requirements**

This position will regularly be working in an office environment and must be able to work at a desk up to 8 hours at a time. Additional work locations may be in an outdoor setting, on or off of the Barn Beach Reserve.

Candidates must be physically fit and capable of strenuous work on uneven terrain. Candidates must also have the ability to work in variable weather conditions (heat, rain, snow) and have adequate personal outdoor clothing to ensure comfort.

**Direct reports**

The *Community Programs & Events Director* will be responsible for speakers, presenters, and volunteers engaged in WRI events. There are no direct staff reports at this time.

**Benefits**

- Work in a beautiful setting
- Eligible for pro-rated PTO
- Sick Leave
- Paid Holidays
- Eligible for company Health and Dental
- Eligible for company IRA matching

## To Apply

**All applications must be emailed as a single PDF document including:** a cover letter, WRI job application, your resume, and contact information for 3 professional references to:

**Email:** [applytowork@wenatcheeriverinstitute.org](mailto:applytowork@wenatcheeriverinstitute.org)

RE: *Community Events Director* Position

Applications will be reviewed on a rolling basis. For full consideration, please submit your completed application via email no later than 5:00pm on 4/10/2018.

Position will start work the week of May 7<sup>th</sup>-11<sup>th</sup> 2018