

## **Rentals & Events Manager**

Secluded in the city, the Dunwoody Nature Center is tucked away in the trees just outside of the Atlanta Perimeter Center Business District but close to everything. Our versatile venues are perfect for a diverse weddings, corporate events, family reunions, birthday parties, bar/bat mitzvahs, showers, cultural gatherings, and events.

The Rentals & Events Manager is responsible for managing all aspects of the rental program including marketing, positioning and operations in order to meet the annual rental income goals. The Manager interacts directly with many constituents of the Nature Center and serves an important role in delivering impeccable customer service.

### **Principal Job Responsibilities:**

- Develop and execute the plan that meets or exceeds the annual revenue and expense goals for rentals.
- Ensure Dunwoody Nature Center policies oblige city and state ordinances involving the rentals department, including but not limited to alcohol regulations, sound ordinances, and health mandates.
- Work with clients, from inquiry to post event evaluation, to secure rental agreements and contracts, manage & support vendors, collect & process payments in order to ensure high customer satisfaction
- Maintain schedule for all rental programs to avoid conflicts with other educational programming and to insure maximum occupancy for economic return.
- Hire, train, and evaluate rental event hosts as onsite personnel to assist clients.
- Increase exposure and marketability of facility rentals at Dunwoody Nature Center
- Oversee the maintenance and upkeep of the functional and cosmetic features of rental facilities
- Manage a recommended vendor list that offers customers a wide variety of high quality and reasonably priced catering options that promote profitability for the rental program.
- Perform duties necessary for the organization's success that may not be explicitly expressed in the Rentals & Events Manager's job description

### **Qualifications:**

- Must embrace the mission of the Dunwoody Nature Center to inspire a love of nature and cultivate greater environmental understanding and stewardship
- Affable personality with experience working with clients & customers and an ability to relate to a wide variety of ages and audiences. Experience in the hospitality industry strongly preferred.
- Adaptive and flexible problem solving skills when on-the-spot decisions need to be made
- Proficient use of Microsoft Word, Excel, PowerPoint, G Suite, and social media platforms (Facebook, Instagram, Twitter, etc.)
- High attention to detail and ability to meet deadlines
- Proven ability to plan, organize and execute event planning
- Openness to assist other staff members with day-to-day tasks, even if those tasks do not directly relate to facility rentals.



- Demonstrate professional conduct at all times
- Must be able to lift 30 pounds and walk 3 miles

**About the Dunwoody Nature Center:** We are a private non-profit 501c3 organization that operates within a 22-acre public park through a long-term lease with the City of Dunwoody. The staff of seven full time employees work closely with a volunteer Board of Directors to safeguard to the organization's mission of inspiring the love of nature and cultivating environmental understanding and stewardship by: conserving and enhancing the park; educating children, families, and adults of all ages about the natural world and our place in it; and motivating environmental awareness and responsible action. The Dunwoody Nature Center is an equal opportunity employer.

**Reports to:** Programs Director

**Work Schedule:** Thursday – Monday (full time)

**Compensation:** The Dunwoody Nature Center offers competitive compensation commensurate with experience and other qualifications. Benefits include funding of a healthcare reimbursement account but not a medical insurance plan.

To apply, please send resume and cover letter to [nancy@dunwoodynature.org](mailto:nancy@dunwoodynature.org). No phone calls, please.