



Events and Sales 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 venue is perfect for weddings, corporate events, family reunions, birthday parties, bar/bat mitzvahs, showers, cultural gatherings, and events.

The Events and Sales 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 Coordinator 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.
- Work with customers, from inquiry to post event evaluation, to secure rental agreements, manage support vendors, collect & process payments and contracts, plan event set up and break down all 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.
- Oversee the maintenance and upkeep of the rental facilities.
- Develop and manage a preferred vendor program that offers customers a wide variety of high-quality and reasonably priced catering options, that promotes and encourages sustainable solutions and that promotes profitability for the rental program.
- Assist the rest of the staff with special events, fundraising events, and facility management as needed

Qualifications:

- Must embrace the mission of the Dunwoody Nature Center to inspire a love of nature and cultivate greater environmental understanding and stewardship
- 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
- Affable personality with experience working with clients & customers and an ability to relate to a wide variety of ages and audiences
- Proven ability to plan, organize and execute event planning
- Demonstrate professional conduct at all times
- Must be able to lift 50 pounds and walk 5 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: Program Director

Work Schedule: Full time, nights and weekends as needed, Thursday – Monday, 40 hrs.

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 No phone calls, please.