



**THE GARDEN CONSERVANCY**  
P.O. BOX 219 • COLD SPRING, NEW YORK 10516 • 845.265.2029/9620 FAX

## JOB DESCRIPTION

Job Title: Events Manager  
Department: Development  
Reports to: Director of Development  
FLSA Status: Exempt

### Position Summary

The Events Manager is responsible for executing the national program of events sponsored annually by the Garden Conservancy, a national nonprofit organization dedicated to preserving America's exceptional gardens for the education and enjoyment of the public. S/he will work primarily in cooperation with senior event planners based in Cold Spring, NY, but will also lend expertise and support to Conservancy representatives working across the country. The Events Manager will work in the fast-paced environment of development-related events, which include garden tours, lectures and seminars, and travel programs. S/he will also manage the organization's events calendar.

The Events Manager will be responsible for determining and meeting event deadlines, managing multiple projects at once, and negotiating with contacts ranging from high-level donors to event vendors.

### Essential Duties and Responsibilities

Arranges and manages all logistics for three-to-five day garden-study tours, which take place four times each year and involve forty to sixty participants. Each tour is a new location. Create all itineraries and other documents needed to describe the tour and guide participants through them.

Develops, prioritizes, and implements all other event plans. Work closely with Events Coordinators, internal and external event planning committees, and client groups to define goals, objectives, and specific implementation plans. Represent and deliver service excellence that is in keeping with the organization's brand.

Establishes communication protocol and operating procedures with planning committees and program staff. Maintain a calendar of events and implement a system that enables and anticipates long-term planning and effective event management for the organization's meetings, conferences, and events.

Negotiates contracts and maintains relationships with preferred vendors including group air and hotel contracts for events staff and attendees to meet approved budget. Organizes required catering services and room and communication equipment setup.

Compiles estimated cost models, submits final budget, tracks budget statistics, and prepares management reports.

Assists in creation of internal and external promotional pieces.

Coordinates registration and payment procedures, promotional advertising and mailings, and corporate sponsorship activities. Manages on-site staffing and registration.

Determines appropriate responses to problems and emergencies.

In addition, other duties may be assigned.

### Job Requirements

Five or more years of experience in Event Management

Excellent organizational, planning, and project management skills

Proven negotiating skills with vendors

Ability to solve problems and work independently in a changing and multi-tasking environment with numerous deadlines

Proven ability to take direction and input and to develop effective and engaging branded events

Strong working knowledge of Microsoft Office Suite and database work required; working knowledge of Raisers' Edge events module a plus.

### Application Process

Qualified candidates should send a cover letter and resumé to:

[hr@gardenconservancy.org](mailto:hr@gardenconservancy.org).

No telephone calls, please. Inquiries by e-mail only.