

Salisbury House Foundation is in search of a **Director of Events**

The Director of Events is charged with the oversight and execution of events, rental sales, tours and marketing. Coordinates and schedules tours of the house and grounds for private rentals and events. Promotes SHF through a variety of marketing initiatives. Supports the fundraising efforts of the SHF through marketing, events, and sponsorships.

Primary job duties:

The candidate will identify and create effective marketing programs, communication pieces and social media campaigns with the goal of keeping the community informed of events, attract new guests, and generate donations through sponsorships and individual contributions. Participate in community activities and groups to gain exposure for Salisbury House. Create and host promotional marketing events for prospects, creating brand awareness and increasing brand value.

Promote and book the SHF facilities and grounds for a variety of events which may include but not be limited to, wedding rehearsals, ceremonies and receptions, business meetings and events, private retreats, lunches and dinners, showers, parties, musical events, school groups, bus tours, photography and videography sessions and various other group events and tours.

Responsible for the department budget which includes event & marketing budget and rental sales, meeting annual revenue goals. Negotiate, review, and approve contracts with vendors, ensure that vendors and customers meet all requirements of agreed upon contract details, schedules, and other agreements to execute on the highest quality event experience for everyone in attendance.

Works closely with the Executive Director to strategize on event and fundraising ideas.

Seek out sponsorship and fundraising opportunities on a regular basis to support SHF programs and events.

Develops planning standards, policies, and procedures to execute events. Ensure that staff, volunteers, and vendors adhere to the policies and procedures that were put in place to minimize disruption during the course of the event.

Supervise events staff in the coordination of timelines, schedules & assignments with staff, volunteers, and vendors. Acts as onsite contact when needed. Directs and performs set up and tear down along with staff, volunteers, and vendors. Ensures all safety standards are being met.

Who we are looking for:

The perfect candidate will have experience managing events and working with a variety of vendors to execute successful high-quality events. Must have experience managing staff.

Prefer the candidate to have a bachelor's degree in marketing communications, event management, project management or public relations.

Candidate must demonstrate business and financial acumen and have experience creating and managing a budget.

Candidate must be able to manage through challenging situations, make calm decisive decisions and professionally deal with people in seemingly difficult circumstances.

Must demonstrate decorum and professional behavior at all times when working with the public, clients, vendors, volunteers, and coworkers.

Candidate must possess the following qualities: Flexibility, responsiveness, willing to adapt and do what it takes to get the job done, strong written and verbal communication skills, creative and detail oriented, exceptional organizational and time management skills, ability to effectively multi-task and manage a variety of projects. Ability to collaborate and work with diverse groups of people.

Ideal candidate will have experience working with nonprofit organizations to raise funds and manage programs.

Who we are:

Visit us at salisburyhouse.org to learn more about us and to see our schedule of events.

This is a full-time, salaried, exempt position. Salary range is \$40,000 - \$50,000 annually. Benefits package includes health, dental & life insurance and a 403b retirement plan.

This position requires the ability to work a flexible schedule; maintain assigned work hours as defined by the Executive Director, work events after hours at night and on weekends.

To apply for this position, submit your cover letter and resume to: contactus@salisburyhouse.org

The application process will remain open until the position is filled.