



CONSERVATION FOUNDATION *of the Gulf Coast*

Title: Events & Rental Coordinator
Reports to: Director of Programs and Marketing
Supports: Director of Programs and Marketing
Supervises: Rental Clients, Vendors and Volunteers, as needed
Hours: Approximately 30 hours per week
Salary: Commensurate with experience and position

The Events & Rental Coordinator manages site rentals and Conservation Foundation events as assigned. This position is responsible for promoting Bay Preserve at Osprey among potential rental customers and coordinating their use of Bay Preserve; and promoting, planning, organizing and the overall execution of the Foundation's events. This position deals directly with the public and requires energy, enthusiasm and an ability to be firm, but flexible. Attendance during Conservation Foundation events is expected.

DUTIES AND RESPONSIBILITIES:

Venue Rental:

- Market, develop and distribute promotional and social media materials targeting, individuals, wedding and event planners, corporations, destination management companies, photographers, florists and hair salons to promote Bay Preserve at Osprey as a venue for weddings, corporate events, photo shoots, etc.
- Meet with rental prospects and give tours of property.
- Negotiate and execute contracts with rental clients.
- Distribute promotional materials to rental prospects and referral sources.
- Create and maintain an "approved vendor" list. Obtain liability insurance as necessary.
- The Site Manager will be present on-site for rental events. The Events & Rental Coordinator is present for Conservation Foundation events.
- Review competitive properties on an ongoing basis, to ensure optimal positioning of Bay Preserve at Osprey as a rental venue for weddings and corporations.
- Advise Land Steward of any needed repairs, supplies, maintenance of the facilities. All staff are expected to help monitor the condition of the campus. Inspect entire property prior to each event to ensure everything is in working order.

Events Coordination:

- Manage and execute three art exhibit receptions yearly.
- Work as a team with the Environmental Program Coordinator to develop, manage and execute the Wild About Nature Festival.
- Manage and execute the logistics of the foundation's gala and special events.
- Organize, communicate and liaise with donors for Paddle Raise events.
- Work closely with the Development team and assist with the planning and implementation of development events, including the Donor Dinners.
- Answer phones, emails and greet guests.
- Assist with housekeeping duties as needed.
- Participate as a fully productive member of staff by effectively communicating, collaborating to achieve goals, supporting and contributing to efforts of others, adhering to Conservation Foundation's standards and practices, procedures and policies and maintaining confidentiality

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in facility rental procedures and event planning.
- Knowledge of area wedding and event planners, florists, photographers, caterers, tent rental companies, etc.
- Knowledge of industry marketing vehicles including bridal shows.
- Understanding and appreciation for the presentation quality and style of all Foundation facilities, materials and events.
- A positive attitude and desire to be around people.
- Strong oral and written communication skills.
- Poise, confidence and an ability to handle highly confidential and sensitive information with discretion.
- High standards of performance, attention to detail and the ability to anticipate problems.
- Willingness to work a flexible schedule including some weekends and evenings.
- Proficient in Microsoft office applications such as outlook, word and excel as well as social media.
- Ability to multitask in a fast-paced environment.
- Physical ability to travel to remote and undeveloped property, hike and wade through a variety of environmental conditions, be outdoors for considerable periods, potentially interact with wildlife.
- Ability to swim.
- Valid Florida driver's license and proof of insurance.

Some duties may require long periods of standing and lifting up to 20 pounds. Many events hosted take place outdoors and in the elements.