



Job Description

Events Coordinator Garrison, New York

The opportunity: Headquartered in the Hudson Valley of New York State about 50 miles north of New York City, the Garden Conservancy is a national nonprofit organization. Our mission is to preserve, share, and celebrate America's gardens and diverse gardening traditions for the education and inspiration of the public.

The Garden Conservancy fulfills this mission through a variety of preservation and educational programs. We work to preserve, restore, and document gardens in many ways, in both short- and long-term partnerships, working with existing and emerging public gardens as well as with gardening and community organizations. We also create and deliver educational programs that promote garden design, horticulture, landscape architecture, preservation, and related subjects. Our signature educational program, Open Days, opens hundreds of private gardens to the public. Open Days and its associated Digging Deeper and Garden Masters Series programs are unique in providing opportunities for the public to enjoy, discover, and learn in America's most creative and innovative private gardens across the country. Our educational programs have also expanded to include a national speaker series and virtual programs. We also recently launched a new program, Gardens for Good, which provides grants to small gardens and horticultural organizations that are making transformational change in their communities across the country.

Position Summary: The Events Coordinator works closely with the Director of Public Programs and Education to assist in the creation and management of an annual series of public programs and events, including educational programs tailored for the Conservancy's Society of Fellows, our general membership, and our preservation partners. The Events Coordinator serves as a central resource for all Garden Conservancy educational programs and events and is involved in most aspects of the program's planning, execution, post-production wrap-up, and assessment, with primary responsibility for vendors, speakers, and the distribution of public relations and events materials.

Duties and Responsibilities

Provide support with all aspects of planning, execution, and post-production work involved in presenting Open Days, other educational events, and development events

Maintain appointment schedule for the director of public programs and education by planning and scheduling meetings, conferences, teleconferences, and travel.

Maintain credit card and cash expense reports for the director of public programs and submit to the business office as required.

Provide administrative support, including phone contact, written communications, presentations, and acknowledgments.

Assist with the scheduling, calendars, distribution of materials, database, list generation, invitation mailings, registration, insurance, and invoice processing.

Maintain files, researches hotels, restaurants, catering, transportation, A/V vendors, photographers, garden and cultural options, and reports on past education programs and development events as requested.

Conduct research of potential hosts, speakers, and presenters.

Manage all logistics, including, but not limited to travel, accommodations and transportation for speakers and presenters.

Review contracts and apply for state sales tax exemptions if applicable.

Draft and proofread program information documents, as well as communications and marketing pieces.

Have flexibility to travel and to work occasional nights and weekends for Garden Conservancy education programs and development events.

Knowledge, Skills, and Abilities

- Ability to multi-task and produce within specific deadlines
- Maturity and experience handling board members and major supporters
- Excellent verbal, writing, editing, and communication skills
- Detail-oriented with a higher-quality customer service ethos and perspective
- Ability to work collegially and effectively with colleagues and volunteers

Computer Skills

To perform this job successfully, an individual should be experienced with Microsoft Office Suite. In addition, Raisers Edge database experience is preferred, but experience with other database software is also valuable. Familiarity with email marketing software and contact management systems such as Mailchimp and Wufoo is desirable. Knowledge of Adobe Creative Suite is helpful.

Education/Experience

A Bachelor's degree or the equivalent combination of education and experience. Degree or experience in event planning or marketing preferred.

TO APPLY

Please send your resume and letter of interest to:

hr@gardenconservancy.org

Mention "Events Coordinator" in the subject line.