



FT Downtown Park Events & Sponsorship Manager

Glen Ellyn Park District

Contact Name: Nathan Troia

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Closing Date:

Salary: \$70,000 - \$80,000 DOQ

Description:

The Glen Ellyn Park District is seeking to fill a newly created position to manage a new downtown park and event space. Primary responsibility will be managing programs, events, and rentals for the park, as well as building a foundation of donors, sponsors, and community partners to support the park and events. This is an opportunity to utilize your project management, event planning, sponsorship, and fundraising skills and make an impact on the community.

Additionally, this position will provide leadership and direction for the District's Park Foundation and plan and execute various fundraising efforts throughout the year.

The ideal candidate will be creative and knowledgeable about events, philanthropy, sponsorships and fundraising as well as event planning and execution. You will develop relationships and partnerships with various community businesses and organizations, impact and improve the quality of life for our residents and create lasting memories for years to come!

Hours: Generally Monday – Friday 8:30 am – 5:00 pm with some evening and weekend work as needed.

Location: Spring Ave. Recreation Center, 185 Spring Ave., Glen Ellyn, IL 60137

JOB SUMMARY:

The Community Events and Sponsorship Manager is a new position and a valuable addition to the District's Administrative Team. We are seeking an outgoing, self-motivated, creative, and resourceful individual to develop, plan and implement various special events for the new community park and events space projected to be built by the end of 2024.

Initially, the primary focus will be fundraising and sourcing sponsors to help with the construction costs of this extensive project. Then the focus will shift to filling the space with a variety of events and activities to draw people into the newly renovated downtown and engage local businesses and organizations through District sponsorships.

Primary responsibilities will include planning and executing community events such as concerts, cultural and civic celebrations, farmers market, art and other festivals, etc. Develop and oversee sponsorship efforts, working closely with District staff to set goals and grow opportunities. Work with local businesses, community groups and service organizations to develop and promote mutually beneficial partnerships. Assist in formulating and managing the sponsorship budget. Build and

maintain a sponsorship/ donor database and track cash and in-kind donations. Recruit and schedule internal and external staff and volunteers to assist with special events. Manage logistical aspects surrounding events, including, but not limited to; event plan, print materials, branding and décor, tracking RSVPs/ticket sales, event flow and staffing, food/beverage, parking/transportation, entertainment, and safety/security. Conduct community surveys and post-event evaluation and analysis to measure event success based on various factors. This is an at-will position.

EDUCATION, EXPERIENCE, AND TRAINING:

- A Bachelor's Degree from an accredited college or university in Event Management, Business Administration, Marketing, or a related field is preferred, or an equivalent combination of related experience and training.
- Minimum of 5 years in event management overseeing and executing small to large community events.
- Highly professional and personable with a record of building lasting relationships and partnerships with a diverse group of donors, prospects, board members, volunteers, grantors, sponsors, business/corporate, foundations, and community groups.
- Previous sponsorship experience with effective negotiating skills a must.
- Excellent project management, time management, facilitation, and organizational skills.
- Creative problem solver and focused team player that can work independently with minimal supervision.
- Requires strong communication skills, with exceptional composition, writing and presentation skills.
- Highly organized with attention to detail and the ability to multi-task and manage multiple projects and deadlines with shifting priorities.
- Experience in foundation/grant research and writing with some knowledge in Planned Giving and Endowments a plus.
- Experience in fundraising software applications, excellent computer skills, and able to navigate database programs and social media platforms.
- Must be skilled in leading and developing highly effective volunteer fundraising committees.
- Local resident and/or familiarity with the Glen Ellyn community is a plus.
- Must be available to work evenings and weekends for special events and board meetings.
- Must have a valid IL Driver's License and reliable transportation to and from work.
- Will be required to pass a background check and physical with drug screen following an offer.

BENEFITS WE OFFER:

- Medical (PPO or HMO option), dental, vision, and prescription coverage following 30 days of employment.
- Pension/Defined Benefit Plan (IL Municipal Retirement Fund) with disability benefits following one year of enrollment.
- Flexible Spending Account and Dependent Care pre-tax payroll deductions.
- Paid Time Off - including vacation, sick, holiday and floating holidays.
- Employer Paid Life Insurance with additional voluntary options as well.
- Free Fitness Membership & Wellness Programs with discounts on recreation programs and events.
- Employee Assistance Program for employees and immediate family members.
- Professional Membership and Development opportunities.

- Tuition Reimbursement Program eligibility following one year of employment.

To Apply: <https://gepark.bamboohr.com/careers/44?source=aWQ9Mjl%3D>

Please provide a resume and cover letter with your application.

For questions contact: Nathan Troia at ntroia@gepark.org OR (630) 942-7265.

The Glen Ellyn Park District is a local governmental agency serving all residents of the Village of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. We are an Equal Opportunity Employer, and our mission is to “foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities and open space which will enhance the quality of life into the future.” We welcome you to apply to become a part of our great TEAM!