



Community Event & Development Supervisor

Elmhurst Park District

Contact Name: Kari Felkamp

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Closing Date:

Salary: Starting pay for this exempt position is \$53,000. Actual salary will depend upon qualifications.

Description:

PLEASE APPLY AT:

<https://www.applitrack.com/epd/onlineapp/JobPostings/view.asp?AppliTrackJobID=614&ref=&AppliTrackJobId=614&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns!

We have an exciting full-time job opportunity for a COMMUNITY EVENT & DEVELOPMENT SUPERVISOR to join our Marketing & Communications department and be part of an organization that values being community focused, providing customer service excellence, working with integrity, and having fun! We are looking for someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

WHAT YOU'LL DO:

The Community Event & Development Supervisor is responsible for creating and developing well-organized and successful events, building the District's brand by enhancing relationships within the community, securing revenue through sponsorships and advertising, and recruiting and coordinating District volunteers.

Additional responsibilities include but are not limited to:

Manage District participation in Community Events and coordinate with Community Groups to secure involvement

Facilitate and coordinate all District community events by working with other departments, planning budgets, timelines, and , supervising volunteers & staff, and working with marketing team to develop and coordinate promotion plan for each event

Plan budgets and timelines, and define resources needed for each event

Secure sponsorships for Community Events and other District opportunities through the development and execution of sponsorship sales strategy

Manage the development of key sponsorships for events and programs

Serve as sponsor liaison at all sponsored community events ensuring sponsorship satisfaction and engagement

Manage coordination of sponsor recognition in printed and online marketing material

Develop relationships and secure advertising for District, including brochure, websites, e-news and other printed communications

Develop target lists and strategies by business category and season to develop advertising revenues

Recruit, hire, train and evaluate staff and volunteers and provide ongoing leadership and supervision

Plan and manage District volunteer recognition events

Serve as resource for PEP Foundation board, attend meetings, take minutes, distribute information

WHAT YOU'LL BRING:

Bachelor's degree in Marketing, Business, Communications or related field with 4 years experience in direct sales

Proven negotiation skills

Experience in building concise, impactful marketing presentations for sponsors and advertisers

Proficiency in computer word-processing and spreadsheet applications

Proven problem-solving, communication, organizational and customer service skills

WHEN YOU'LL WORK:

Workday is Monday-Friday from 8:00am - 5:00pm, plus evenings and weekends as necessary for events

WHAT YOU'LL GET:

The starting pay for this exempt position is \$53,000. Actual salary will depend upon qualifications.

In exchange for your time and talent, we offer a generous benefit package, including:

Defined contribution medical insurance plan (5 plan options)

Dental insurance plan

Vision insurance plan

District paid life insurance

Participation in IMRF (retirement, disability, death benefits)

Vacation days, personal days, sick leave and 9 paid holidays!

Sick bank leave, paid parental leave and paid bereavement leave

Employee Assistance Program (EAP)

Two deferred compensation programs (VOYA & Nationwide)

Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization

Flexible spending accounts for unreimbursed medical and dependent care

Free family Courts Plus Membership and Pool Passes!

Free/discounted District programs, merchandise and concessions

Educational assistance/tuition reimbursement

Professional organizational membership

Values Recognition Program

Service Awards Program

Employee social activities

Credit Union (Central Credit Union of Illinois)