

Program & Events Manager

The Program & Events Manager plans, implements and organizes educational programs and fundraising events. Educational programs include the annual land conservation conference and land trust network programs for the conservation community; hikes, walks and talks for the general public featuring New Jersey Conservation Foundation properties; and other education programs as they arise. Fundraising events include an annual dinner and several smaller donor cultivation events. The Program and Events Manager also administers a volunteer program, including recruitment, training and support. The position is a full-time, 6-month temporary position.

Responsibilities:

1. Coordinate the annual New Jersey Land Conservation Rally.
2. Coordinate annual “Step Into Nature” educational programs that feature NJCF owned properties and Bamboo Brook.
3. Arrange logistics for the Land Trust Network and other educational programs for the conservation community.
4. Coordinate fundraising events, including various donor and member cultivation events.
5. Event coordination includes budget management, invitations, logistics and follow-up.
6. Work with NJCF staff to determine volunteer needs, coordinate the organization’s volunteer program, including marketing, recruitment, placement and recognition.
7. Coordinate and participate in outside events, including corporate events and local community days, as appropriate.
8. Other duties as assigned.

Qualifications:

1. Excellent organizational, verbal and written communications skills.
2. Three+ years experience in events planning and management.
3. Proficiency with computer programs, including Word, Excel, and Publisher required. Knowledge of Raisers Edge is a plus.
4. Knowledge and experience in use of social media to promote programs and recruit participation, including but not limited to Facebook, Twitter, LinkedIn, others.
5. Knowledge of marketing and communications principles and opportunities.
6. Experience with organizing volunteers.
7. Ability to multi-task, work well both independently and as a team, and meet deadlines.
8. Skill in designing communication and promotional materials, such as brochures, directories, internet communication vehicles.
9. Ability to work a flexible schedule.
10. Commitment to the mission of NJCF.
11. Some instate travel required, must have valid driver’s license

Organizational Relationship:

Reports directly to the Director of Education & Outreach.

To apply for this position, please send a resume to Maria@njconservation.org.