

**Position Description****Department:** Conservation Connect**Title:** Event Planner & Coordinator

**National Forest Foundation (NFF)** is pleased to offer a regular, full-time position that will provide event planning and coordination services for NFF staff in many locations.

**About the NFF:** The NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, wild places, and recreational opportunities across our 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

**Position Function:** The Event Planner & Coordinator supports NFF staff in planning, organizing, and conducting: fundraising events, informational events, workshops, collaborative meetings, volunteer days, and summer youth events, and will report to the NFF Director, Conservation Connect.

**Position Duties and Responsibilities:** The Event Planner & Coordinator is a highly interactive position that supports many different staff areas within the NFF. The position works in a high-intensity organization, and efficiency, calm and poise are required. The Event Planner & Coordinator is responsible for:

- Maintaining an annual events calendar for the NFF, which includes fundraising, friend-raising, and informational events; workshops; collaborative and business meetings; and other types of events located around the country.
- Developing templates, tools and trainings to enable the Event Planner & Coordinator and other NFF staff to easily understand their roles and to execute successful event management.
- Establishing systems to support efficient provision of informational resources.
- Managing logistics, including but not limited to: securing venue, renting equipment, arranging transportation, preparing insurance questionnaires, etc.
- Securing food and beverage arrangements whether through venue or sourced independently.
- Preparing or gathering materials for onsite use including but not limited to: table tents, giveaways, handouts, signage, and displays, name badges, etc., and setting up shipping to site locations and back to the Missoula office or other NFF offices as appropriate.
- Coordinating with other NFF staff and external contractor(s) to create invitations both physical and/or electronic.
- Identifying and reaching out to potential event sponsors; and planning activations to achieve event objectives.
- Organizing contact lists and managing RSVPs.
- Securing either live or silent auction, raffle or door prize items, as necessary, and preparing associated paperwork for donors and buyers or prize winners.
- Preparing and tracking incoming revenue and following up on missing payments, and preparing and sending acknowledgements in a timely manner.
- Building event page(s) on NFF Web site.
- Managing travel scholarships.
- Working events onsite as appropriate to help achieve event objectives.
- Other responsibilities, as assigned.

**Education and Qualifications:** NFF expects the Event Planner & Coordinator to possess the following educational and experiential qualifications:

- Prefer Bachelor's Degree in Business or Event Planning; and/or 5 years' experience in Event Planning.
- Commitment to the mission of the National Forest Foundation.
- Excellent organizational, coordination, administration, communication, and interpersonal skills.
- Interest in conservation issues and a nonprofit environment preferred.
- Demonstrated proficiency in common office software programs, including Word, Excel, and PowerPoint.

**Abilities and Skills:** NFF expects the Event Planner & Coordinator to possess:

- Ability to represent the NFF in a clear and professional manner through excellent written and oral communication and interpersonal skills.
- Basic graphic design skills and familiarity with common software platforms.
- Ability to work well and be flexible in a team-oriented environment.
- A strong ability to set priorities and meet deadlines; and to be well-organized when managing multiple events at a time.
- Ability to manage stressful situations and time-sensitive deadlines with calm and poise.

**Location:** The position is located in Missoula, Montana.

**Compensation:** The NFF offers a competitive salary schedule based upon experience.

**To Apply:** Please send a **cover letter and resume** by August 23, 2019, to Sheree' Bombard at [sbombard@nationalforests.org](mailto:sbombard@nationalforests.org) with subject line: "Application for Event Planner & Coordinator".

*The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.*

*Additional information on the National Forest Foundation can be found at [www.nationalforests.org](http://www.nationalforests.org).*