



## **The Land Trust for Tennessee**

**Position:** Events Coordinator

**Location:** Nashville, Tennessee

### **About The Land Trust for Tennessee**

The Land Trust for Tennessee (“LTTN”) is a statewide, accredited non-profit land conservation organization with an office in Nashville and an office in Chattanooga. Since 1999, LTTN has protected nearly 135,000 acres through over 400 conservation projects across Tennessee. There are over 1,000 land trusts in the U.S., and in 2020, LTTN won the National Land Trust Excellence Award from the Land Trust Alliance. LTTN seeks a seasoned professional to join our collaborative staff and our highly regarded board in this full-time position.

### **The Opportunity**

Each year, LTTN host events statewide in cities and rural communities. Examples of the events we host include LTTN’s Annual Meeting and Celebration, *Once in a Blue Moon*, landowner celebrations, community gatherings, public meetings, board member receptions, and thank you events – from 10 to 700+ attendees. The position is based in Nashville and offers an impactful, demanding work opportunity at one of the region’s premiere conservation organizations. The Events Coordinator develops and executes meaningful events that garner revenue, press and brand awareness; reinforce donor loyalty, and engage new supporters. As a member of the Development & Engagement team, this position reports to the Director of Development & Engagement. Our events provide a platform to express the passion and skills we have for protecting land important to Tennessee and give pride of ownership to both volunteers and attendees. The ideal candidate for this position will possess a unique combination of logistical and relational attributes. The individual will have a professional special events background, a proven track record of outstanding customer service with an ability to build and maintain positive relationships with internal and external stakeholders. This person will be able to multi-task, prioritize their workload, anticipate project needs, and meet goals and deadlines.

### **Primary Responsibilities**

#### Active Event Responsibilities:

- Serve as the project lead for all LTTN events.
- Work collaboratively with all Land Trust team members and volunteers, developing the priorities, strategies, concepts, themes, and formats of events that serve different organizational purposes.
- Negotiate costs and services with vendors, book event spaces, arrange food, beverage, supplies, decorations, and goods. Coordinate audiovisual equipment, on-site production, and post-event clean-up.
- Coordinate attendee check-in processes, run of show, speakers, and performers.
- Coordinate on-site event components (e.g. signage, banners, sponsor benefit placements).
- Host all virtual meetings and events (e.g. Zoom meetings of the Board of Directors).
- Coordinate post-event follow-up with vendors, sponsors, and staff members.

#### Event Administration:

- Lead all event planning and production meetings and discussions.
- Provide regular progress reports for each event.



- Create and manage detailed budgets for each event while managing expenses and maximizing all revenue opportunities.
- Manage vendors, venue, deliveries and pick-ups, logistics, municipal permits, vendor/event insurance and solicitation of in-kind support.
- Research venue options, coordinate appointments for site visits to venues.
- Schedule events on organizational calendar and keep separate event calendar and backup timelines.
- Create/revise room layouts and seating arrangements for each event, working with others as appropriate.
- Seek new, creative elements for recurring events to keep them relevant, attracting repeat and new attendees.
- Develop and implement plans to grow event impacts (revenue, attendance, and awareness).

### **Desired Experience**

- 2-3 years successful professional experience in event planning and volunteer management in a collaborative work setting, coordinating small (10 guests) gatherings and large (700+guests) special events
- Proven track record of meeting event revenue goals
- Demonstrated budget management and negotiation skills
- Nonprofit, political campaign and/or startup experience preferred, but not required
- Proficient in MS Office and Zoom with the ability to explore and learn new programs
- Project management experience

### **Personal Characteristics**

- Outgoing - You enjoy working with all kinds of people and work well independently and with a team in a fast-paced environment.
- Resourceful - You're comfortable operating in a growing organization with limited resources.
- Efficient - You possess superior time management, delegation, and multi-tasking skills.
- Organized - You thrive in timelines, spreadsheets, runs-of-show, and task assignment lists.
- Forward-looking - You're able to anticipate needs, foresee problems, and propose solutions.
- Clear - You're able to communicate directly, respectfully, and appropriately in both writing and in speaking.
- Mission-driven - You are (or will quickly be) versed in and passionate about conservation.
- Time-flexible - You are available to work occasional evenings and weekends and travel throughout Tennessee.
- Nimble - You recognize that there may not be one roadmap for a successful event or program, and you can adjust your approach.
- Humble - You work to get the job done, with no task being beneath you, but with the ability to inspire others to join you in the hard work.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Salary is commensurate with experience. A generous benefits package is offered. The Land Trust for Tennessee is an equal opportunity employer.

**Please send resume, cover letter, and salary requirements to:**

Kayla McBride at [kmcbride@LandTrustTN.org](mailto:kmcbride@LandTrustTN.org)

or by mail to The Land Trust for Tennessee, PO Box 41027, Nashville, TN 37204.

*No phone calls, please.*