The Organization: The Turtle Creek Park Conservancy is a 501c3 nonprofit organization with a management contract with the City of Dallas to care for Turtle Creek Park and Arlington Hall.

Our Mission: The Turtle Creek Park Conservancy is a nonprofit organization committed to the conservation, preservation and exceptional care of Turtle Creek Park and Arlington Hall, while creating a public space for physical and mental wellness, connection, entertaining, and educational programs.

Job Type: Full-Time Salaried Position. Schedule is Monday – Friday, some evenings, and weekends. Salary commensurate with experience.

Reports To: President & CEO

Please send resume to: info@turtlecreekconservancy.org

Director of Events and Operations Job Description

Events
- Ensure the creation of production timelines, planning, implementation, and follow-up for all TCC events.
- Oversee event set-up and strike of all events managing the load-in and loadout processes.
- Develop and maintain event software and databases including Classy, Network for Good/Bonterra, Salesforce, Caterease and auction software.
- Negotiate contracts for space, food, supplies, audiovisual equipment, signage, décor, etc. and serve as liaison to all vendors.
- Coordinate and develop relationships with volunteers including but not limited to, staffing, recruitment, supervision, training, and acknowledgement.
- Responsible for the development and fulfillment of the events budgets and reviewing and submitting event related invoices for payment.
- Manage event supply inventory including receiving shipments, organizing, and tracking supplies.
- Maintain master event files and documentation to aid in planning and executing future events.

Marketing/PR
- Maintain detailed promotional calendar to track major deadlines and coordinate timely distribution of marketing materials for key stakeholders in the fundraising process and for events.
- Support social media accounts including Facebook, Instagram, and LinkedIn.
- Support design and implementation of the social media strategy.

- Generate, write, edit, and publish engaging content for membership, mass email campaigns and timely newsletters.
- Maintain and update organization website using WordPress.
- Develop and design event advertising and collateral materials like flyers, invitations, ads, etc.

Operations
- Responsible for TCC Calendar and coordination with Food Glorious Foods for all events and park rentals.
- Coordinate scheduling, logistics, materials, set-up, and follow-up for internal and external meetings for Board of Directors, President & CEO, committees, etc.
- Prepare annual budget in coordination with the President & CEO and other staff.
- Assist bookkeeper/accountant with preparation of monthly financial reports and create additional reports as needed for projects and Board of Directors meeting.
- Working with President & CEO, help prepare materials for Board Meetings and act as staff liaison to relevant board committees.
- Lead administrative aspects of reporting and tracking individual giving, corporate giving, memberships and etc. using Network for Good/Bonterra, Salesforce and Classy.
- Work with President & CEO and bookkeeper/accountant for timely preparation and completion of audit.
- Gather content for Annual Report and work with other staff on creation.
- Oversee updating of public organization records at online locations (i.e., GuideStar, surveys, foundation directories, etc.).
- Review applications and negotiate pricing for park rentals.

Qualifications
- Ability to adjust communication style to handle effectively diverse situations.
- Ability to oversee, and direct multiple events/projects simultaneously with competing deadlines/priorities.
- Work cooperatively with other internal staff, outside vendors, boards, management, and the public.
- Maintain confidential and sensitive information.
- Strong attention to detail and good problem-solving skills.
- Excellent English including usage, spelling, grammar, composition, and punctuation.
- Knowledge of best practices for social media platforms such as Facebook, Instagram, LinkedIn, etc.
- Use a variety of software packages, including Network for Good/Bonterra, Salesforce, Classy, Constant Contact, Canva, Caterease, Adobe, and Microsoft Office.

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.