



## **ABOUT THE PFOHC**

The Parks Foundation of Hendricks County was founded in 2009 to fund projects that will enhance our community and promote physical and spiritual well-being of Hendricks County residents. The Foundation is a volunteer-governed organization that supports Hendricks County Parks & Recreation in the development of new and existing parks, facilities and program.

## **PURPOSE FOR POSITION**

The Parks Foundation of Hendricks County has experienced significant growth over the last six years of operations. The incumbent will be responsible for shaping and assisting in the day to day operations of the organization and ensuring that fundraising events are well planned and executed.

## **POSITION OVERVIEW**

The Parks Foundation of Hendricks County seeks a Marketing & Event Manager to help with the Foundation's operations and donor relation activities. The successful candidate will display leadership qualities and enthusiasm and assist with the development and management of strategic communication and day-to-day fund development efforts. Specific areas of involvement include: sponsorship solicitation, special event planning and execution, office management, and assistance with communication and marketing.

The Marketing and Event Manager reports to the Hendricks County Parks and Recreations Superintendent, and will play a role in implementing strategic goals, shaping organization direction, and other organizational advancement initiatives.

This is a part-time position, averaging less than 20-25 hours a week. Benefits are not available at this time.

## **POSITION SUMMARY**

### **Primary responsibilities will include:**

- Supports the strategies of the PFOHC strategic plan to increase awareness and eventual donors through well executed communications and events
- Design, manage, and monitor strategies for corporate sponsorship and the amount of funds raised on an annual basis from events.
- Meet with volunteers and foundation representatives as needed.
- Provide regular reports to the Foundation Board.

- Link to and network with current and prospective donors at PFOHC fundraising events.
- Create and implement a well-rounded promotional campaign.
- Coordinate the design, marketing, and implementation and monitoring of donor communication efforts.
- Assist with donor recognition and tracking system, ensuring the accuracy of records.
- Serves as a spokesperson for the organization; frequently communicating with a variety of audiences.
- Work with key area stakeholders to improve visibility of PFOHC through events and promotions.
- Serve as key contact for all event-related planning activities, including: securing volunteers for events, developing event schedules and agendas, ensuring that events are facilitated in a way that elevates PFOHC's brand and reputation throughout the community
- Maintains budgetary control for marketing communications spend as well as prepares event budgets. Reports budgetary controls back to Parks Superintendent and Advisory Board.
- Handle administrative functions associated with special event meetings (i.e. prepare and distribute notices, agendas, minutes, etc.) as well as data entry into the donor database, invitation list management, budget and metrics tracking, Works closely with Parks Superintendent to ensure activities meet the needs of the department and do not pose conflicts.

## **EXPERIENCE & SKILLS**

### **Well-qualified candidates will have:**

- High School Diploma or equivalent. Bachelor's degree preferred in a related field related to event management, communications, marketing, or 4-year experience in a field utilizing these skills.
- Demonstrated ability to communicate effectively at all levels and to build and maintain strong internal and external relationships. Experience working with an advisory board is preferred.
- Experience conceptualizing, planning, and executing high caliber events with a demonstrated success rate
- Excellent written and verbal communication skills and ability to write engaging print and web content and to motivate others to action.
- Commitment to teamwork and attention to detail
- Experience effectively working with volunteers and other key stakeholders
- Proficiency and ability to learn and utilize various types of computer based software (Raiser's Edge, Excel, Word).
- Willingness to work additional hours during crucial times, including some evenings and weekends.
- Personal integrity and discretion
- Positive attitude is essential

**LOCATION:**

Danville, IN

**COMPENSATION:**

\$20-24/Hr Based on experiences

**TO APPLY:**

Resumes may be mailed to:

The Parks Foundation of Hendricks County

P.O. Box 221

Danville, IN 46122

Or by e-mail to:

[hcparks@hcparks.net](mailto:hcparks@hcparks.net)

**QUESTIONS MAY BE DIRECTED TO:**

[hcparks@hcparks.net](mailto:hcparks@hcparks.net)