



## Darien Community Association JOB DESCRIPTION

**JOB TITLE:** Private Events Manager

**REPORTS TO:** Executive Director

**STATUS:** Part-time, 15 hours/week. A minimum of 10 hours/week in office at the DCA. Flexibility around other weekly hours. Evenings/weekends when required for client meetings.

**HOURLY RATE:** \$25-\$30 based on skills and experience

### **BACKGROUND**

The DCA enriches the community in a welcoming, historic setting in four distinct ways:

1. **Activities:** A wide range of programs, classes, events and groups.
2. **Philanthropy:** The largest provider of college scholarships to Darien High School graduates. The four-acre DCA Bird Sanctuary and Nature Trail, a significant contribution to open space in Darien, is available for the public to enjoy.
3. **DCA Thrift Shop:** The shop provides a much-needed community service and is staffed by enthusiastic volunteers under the supervision of a paid manager.
4. **Beautiful Venue:** The historic DCA Meadowlands home and garden is rented for private or corporate events.

### **PRIMARY OBJECTIVE**

Market the beautiful DCA Meadowlands, on the National Register of Historic Places, as a picturesque rental venue for hosting private events (weddings, nonprofit fundraisers, corporate events, etc.). Work with prospective clients to help them envision their special occasion at the DCA Meadowlands and manage the client relationship from booking to successful event execution. Drive revenue to support the DCA's 100-year-old nonprofit mission.

### **RESPONSIBILITIES**

- Respond to prospective client inquiries
- Identify and develop news sales prospects and establish relationships through outreach
- Conduct house tours for prospects or other key parties (caterers, etc.)
- Handle rental contracts and coordinate with client/caterer to ensure understanding of all contract terms. Collect all documentation and payments in accordance with rental contract.
- Communicate with DCA House Supervisor prior to events regarding all requirements
- Follow up with clients after events and obtain photos/testimonials for promotional purposes
- Work with the DCA Communications Manager on the most effective ways to promote and advertise the DCA Meadowlands

- Conduct community outreach to other organizations and businesses to further awareness of the DCA Meadowlands as a rental venue.
- Provide ongoing feedback and recommendations to the executive director and board of directors
- Serve as liaison to DCA preferred caterers, and make recommendations regarding the DCA's preferred caterer list
- Develop positive working relationships with event vendors (caterers, photographers, florists, etc.)
- Provide event guidance and consult for DCA programming, as requested

## **SKILLS AND EXPERIENCE**

- Demonstrable experience within the event, hospitality, or client service sectors
- Ability to understand a prospective client's event needs and sell/market the features of an upscale property to best suit those needs
- Ability to manage the whole sales pipeline (qualify leads, conduct tours, and convert to bookings)
- Success in driving revenue while exceeding client expectations
- Highly professional with excellent oral/written communication skills
- Strong organizational skills and attention to detail
- Enthusiastic about the DCA's nonprofit mission and working with volunteer DCA board of directors' members
- Ability to develop strong relationships in the community
- Ability to work as part of a team in a small office environment
- Flexibility to meet with prospective clients on evenings/weekends as needed

## **EQUAL OPPORTUNITY EMPLOYER**

The DCA is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

## **TO APPLY**

We are only considering resume and cover letters submissions via email. All cover letters and resumes should be sent to [careers@dariendca.org](mailto:careers@dariendca.org). Resumes will be accepted until the position is filled.

Please visit [dariendca.org](http://dariendca.org) to learn more about The Darien Community Association.