NOW HIRING

Event Specialist

Application Deadline: September 11, 2022

Job Title: Event Specialist
Department: Development
Reports to: Assistant Director of Development
Classification: Full-Time Exempt (salaried), 1.0 FTE
Location: Hybrid remote and on-site with shared workstations at Sanctuary
Salary: $53,000-58,000

Benefits Include:
- Medical insurance: 100% payment of premiums for medical and dental insurance
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match plus a discretionary annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in a setting surrounded by Portland Audubon’s 172-acre Wildlife Sanctuary

About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 172-acre wildlife sanctuary next to Forest Park, just minutes from downtown Portland.

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. We are committed to building a diverse and inclusive environment, reflecting the diversity of our community in our board, staff, volunteers, and members; ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.

The Development Department works to connect supporters with their individual giving priorities through interpersonal communications, written appeals, and events. We work to provide the critical resources that fund Portland Audubon’s conservation, education, wildlife rehabilitation, and land stewardship work. We are expanding our development team to grow the organization’s capacity to address critical conservation throughout the state, advance environmental justice work, grow our equity-focused environmental education programs, and complete our Wildlife Care Center capital campaign.
Position Summary

The Events Specialist is responsible for managing all fundraising and stewardship events, communicating with event participants, and collaborating with the communications team on marketing. This position is responsible for all aspects of the Wild Arts Festival, including overseeing the volunteer planning committee, organizing Birdathon, which includes recruiting and inspiring team captains and participants to fundraise for the peer-to-peer fundraiser, bringing in speakers, and managing the Nature Night series, organizing all donor stewardship events, and identifying and building out future fundraising events. In partnership with the Assistant Director of Development (ADD), the Events Specialist will set revenue goals to support Portland Audubon’s mission and increase revenue year over year.

Essential Duties and Responsibilities

- Responsible for soliciting, negotiating, contracting, and stewarding all event fundraising, with support from volunteer committees and the ADD. This includes:
  - Event Sponsorships
  - In-kind donation solicitation
  - Date and Venue selection and contract negotiation in conjunction with ADD and event committees
- Plan and manage all fundraising and stewardship events:
  - Wild Arts Festival
  - Birdathon
  - Nature Night Speaker Series
  - Donor Stewardship events (Legacy Circle Celebration, Donor Holiday Celebration, etc.)
  - Create a new donor/membership recruitment event
- Provide strategic direction and management for all special events.
Additional Job Duties

- Ensure the creation of production timelines, pack lists, and floor plans for all events.
- Working with the ADD and DD, create an annual events budget and adhere to the annual events budget tracking all event expenses and revenue, and generate and share reports on event performance.
- Schedule, train, and supervise event volunteers. Organize and manage volunteer committees for events.
- Secure appropriate permitting and venue contracts for all events.
- Secure and manage all event contractors and vendors.
- Work collaboratively with the Corporate and Foundation Relations Manager, Assistant Director of Development, and volunteer committees to identify potential sponsors and in-kind donors. Manage the fulfillment of sponsor benefits at events. Create Sponsorship Fulfillment Reports.
- Oversee event set-up and strike of all special events managing the load-in and loadout processes.
- Manage event supply inventory, including receiving shipments, organizing and tracking supplies, and post-Festival cleanup.
- Develop a comprehensive annual events calendar and outline individual events calendars with a detailed timeline of activities.
- Communicate directly with event participants. Inspire peer-to-peer fundraising. Work with the Marketing and Communications Department to produce collateral materials, create marketing strategies, and write articles, email communications, and press releases. Query lists to send out invitations to events.
- Collaborate with department directors and programmatic staff to identify speakers and topics for our Nature Night series.
- Develop internal reports on donor and volunteer experience, fundraising success, finances, and more. Create surveys to understand and improve the experience of guests and volunteers.
- Work with the development team to apply an equity lens to all aspects of the program; help support future and ongoing updates to the department.
- Research, identify, and implement new events to increase the revenue for the organization.
- Other duties assigned.
Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- At least 2-3 years of experience in related fields or similar experience.
- Effectively works with and collaborates with all levels of organizational staff, volunteer committees, and external constituents.
- Exceptional relationship building, interpersonal, verbal/written communication, and organizational skills.
- Experience hosting virtual events, promoting different types of events, and fostering relations with media outlets.
- Detail-oriented and deadline-driven, which includes follow-through and follow-up. Strong literacy in Microsoft Office, Outlook, Excel, and donor databases.
- Available to work some evenings and weekends
- A demonstrated ability to work well in high-stress situations
- Experience working with databases and auction software. This position currently uses Raisers Edge, Bluesky, and School House Auction.
- A strong understanding of diversity, equity, and inclusion practices, in particular, creating inclusive events.
- A passion for local conservation, environmental education, and wildlife rehabilitation.
- Extensive bird and wildlife knowledge is a plus.
- A valid driver’s license.
- Be self-motivated and able to work effectively both independently and with a team.
- Ability to lift 30lbs+.
- Bi- or multi-lingual applicants are encouraged to apply.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- The Events Specialist will work a hybrid remote and on-site schedule. This position will require evening and weekend work with significant autonomy in their schedule. They will receive strong support in day of event management from the Assistant Director of Development as requested/needed.
- Working with a team of volunteers who have helped oversee these events for over a decade.
- Significant amounts of time will be spent off campus at event venues.
- Must be comfortable with shared desk space.
Cultural Competencies

Portland Audubon is committed to maintaining an anti-racist organizational culture. We are committed to training all staff on cultural competency and diversity, equity, and inclusion. We see staff with a high degree of cultural competency or lived experience working with communities of color, people who are disabled, and people from all socioeconomic backgrounds, as vital for all positions in our organization. We seek staff with comfort and curiosity in engaging in conversations around issues of identity, belonging, and systemic oppression.

- Creates an environment that acknowledges, encourages, and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.

Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advancing its diversity goals; and empowering people to make positive changes in their community and environment. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at http://audubonportland.org/about.

How to Apply

ONLINE SUBMISSIONS PREFERRED

Apply online at:  https://portlandaudubon.bamboohr.com/jobs/

To submit via US Postal Service:
Please send your resume, cover letter and the application found on our website to:

Human Resources
Portland Audubon
REF: Event Specialist
5151 NW Cornell Road
Portland, OR 97210

APPLICATION DEADLINE: On or before midnight on September 11, 2022
Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has completed four years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

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