



## Events Manager Job Posting

The Community House is a unique 501(c)(3) non-profit on Chicago's North Shore that has played a special role for over a century – strengthening community, inspiring lifelong learning, and offering opportunities for connection and personal growth. Home to a variety of youth and adult programs, weddings, theater and dance performances, special events, and much more, the Community House offers a full-service fitness center, theater, gymnasium, and multi-purpose spaces surrounded by beautiful gardens and grounds.

The Community House has an annual operating budget of approximately \$3 million. Nearly 75% of its revenue is earned through fees for programs, fitness center memberships, and facility rentals (including long-term tenants), with the remainder coming from fundraising events and individual donations.

Reporting to the President/CEO, the Events Manager leads all aspects of special events, including weddings, bar/bat mitzvahs, bridal/baby showers, fundraising events, community events, and more. It is an excellent opportunity for a candidate who values the creativity and flexibility that is possible within a small organization, and who would enjoy working with a small and highly collaborative group of colleagues.

Responsibilities include:

- Develops and executes a highly personalized sales process for weddings and other celebration events, including responding to inquiries, giving tours, sharing ideas to help prospective clients visualize their event here, and executing follow up communications. Provides continuing facility-related support to clients as they plan and prepare for their event; collaborates with facilities and maintenance staff to ensure client needs are met.
- Supports Community House Woman's Board and Junior Board fundraising events, providing guidance and working collaboratively throughout the planning process to ensure the best possible results.
- Leads the development and growth of other special events, which may include live music, other performances, seasonal events, and/or others to be developed in this new area of operations intended to increase revenue and enhance the organization's role as a gathering place in the community.
- Works collaboratively with the Director of Advancement to plan and execute events for donors, including general donor appreciation events, capital campaign cultivation events, and other donor-focused events as needed.
- Plans and executes internal events related to the Board of Governors, including an annual summer social event and other events as needed.
- Evaluates and continuously improves preferred catering relationships and policies / processes related to catering, including RFP processes, contracts, and policies.
- Develops and manages the annual budget for the events in collaboration with the President/CEO, Chief Operating Officer, and Finance Manager.

We're looking for someone with:

- Demonstrated success in managing weddings, banquets, and/or similar events
- Strong skills in contract management and negotiation
- Excellent organizational and planning skills
- Knowledge of event planning best practices and trends
- Excellent communication skills (written and oral)
- A strong service ethic, with an attitude of continuous improvement and problem-solving

- A willingness to go above and beyond when circumstances require, with a passion for supporting a greater mission of building community
- The ability to work a flexible schedule, including evenings and weekends, as organizational needs require

And:

- Bachelor's degree in marketing, sales, hospitality management, or related field
- Two or more years of experience and proven success in event planning and execution highly desirable.
- Budget management experience preferred
- Familiarity with Microsoft Office and social media platforms
- CPR/AED certification or the ability to obtain certification within 90 days of hire

This position is full-time exempt. While there is some flexibility in hours and days worked, some Saturdays will be required in this role. Compensation includes medical, dental, short-term and long-term disability, and life insurance; paid sick, vacation, personal, and holiday time off; 401(k) plan; and a free fitness center membership.

To apply, submit resume and cover letter to Amy Skalinder, President/CEO, [amys@mywch.org](mailto:amys@mywch.org). Applications will be reviewed as they are received.

*The Community House does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, ancestry, age, sex, gender identity, marital status, order of protection, disability, military status, sexual orientation or sexual identity, pregnancy, unfavorable discharge from military service, genetic information or other segmenting factor protected by law.*