

Title: Special Events and Volunteer Coordinator at Morven Park
Reports to: Director of Philanthropy



Overview

Morven Park is a non-profit 1,000-acre historic property in Loudoun County, Virginia, hosting three museums, education programs, and a world-class equestrian center. Joining the Morven Park team is an opportunity to advance your career while advancing the mission of an essential community nonprofit.

Summary of Position:

Reporting to the Director of Philanthropy, the Special Events and Volunteer Coordinator manages logistics for internal and external event clients at Morven Park and serves as a key external facing position. The Coordinator manages Morven Park's rentals portfolio, building relationships with clients to support the Park's budgeted income goals; works with Morven Park team members to create and implement special events to support the mission of the Park; and manages the volunteer program.

A successful individual in this position will be a detail-oriented team player with strong organizational skills. The Coordinator must be an enthusiastic advocate for Morven Park and its programs, and act as an ambassador for Morven Park in the Loudoun County business community.

Responsibilities:

- Responsible for planning and execution of complex, multi-day special events;
- Responsible for fulfillment and organization of all contractual obligations stipulated in rental agreements ensuring adherence to contract provisions;
- In depth knowledge of the property for prospective rental tours during and outside of business hours;
- Negotiate with, contract, maintain records for, and manage event vendors and rental clients;
- Produce outstanding events on time and within budget;
- Oversee and grow the volunteer corps to develop a strong base of volunteer support for the Park and Park events; and
- Other duties as assigned.

Qualifications and Attributes:

- Bachelor's degree and two (2) years of experience in site or event management;
- Microsoft Office skills required, Salesforce experience a plus;
- Strong verbal and written communication skills;
- Must have the ability to appropriately handle challenging situations and coordinate large groups of people throughout multi-day, multi-faceted events;
- Must present a professional manner to interact with clients, corporate partners and Park visitors;
- Ideal candidate will be a detail-minded, energetic self-starter;
- Ability to manage several complex projects simultaneously while consistently meeting deadlines;
- Strong ability to work well with team members within and across departments;
- Must demonstrate consistent and punctual attendance;
- Exemplary customer service skills;
- Employee will be exposed to inclement weather of varying degrees and may include exposure to weather conditions including extreme temperatures;
- While performing the duties of this job, the employee is regularly required to stand for long periods of time, walk long distances, and climb up/down stairs. The employee is required to stoop, kneel, crouch, or sit and must lift and/or move up to 35 pounds;
- This is an onsite position which requires a schedule of weekdays, evenings, weekends, and holidays;
- A willingness to enthusiastically promote Morven Park's mission and programs is essential.