

**POSITION DESCRIPTION**

**TITLE: Events & Operations Manager**

**REPORTS TO:** Executive Director

**POSITION STATEMENT:** This position is responsible for: 1) overseeing all Events hosted at Florida House; 2) connecting visitors and supporters to Florida House via in-House tours and phone; 3) maintaining internal processes for effective donor management and financial tracking; 4) serve as staff liaison to Facilities Committee to ensure goals are met; and 5) support the Executive Director in the execution of his/her duties. This position requires some evening and weekend work, including occasional travel.

**PRIMARY RESPONSIBILTIES with specific duties outlined:**

1. Fundraising & Finance
   1. Oversee all House Events including scheduling, contracts, and day-of event logistics.
   2. Meet revenue goals for House rental events
   3. Track all revenue and expenses for Florida House with the appropriate budget category on the budget report
   4. Input and maintain key contacts, funders, and supporters into database
   5. Copy and maintain files with all receipts for travel, meetings, house maintenance, office supplies, computer maintenance, training/education
   6. Support Executive Director and Deputy Director with Chapter fundraising events
   7. Maintain the organization in a positive financial position by operating within approved budget
2. Outreach & Education
   1. Provide outstanding customer service to visitors and school groups by giving tours of Florida House and answering questions in-person and via phone
   2. Help identify and support opportunities in Washington, D.C. for Executive Director to connect with potential supporters
   3. Oversee on-boarding and day to day work of Interns
   4. Support Executive Director and Deputy Direction in outreach and educational efforts to member of Congress, Governor, Trustees, donors, and supporters
3. Facilities & Operations
   1. Ensure House Coordinator maintains schedule for all regular House maintenance work and oversee external contractors to ensure any additional maintenance work is completed to our satisfaction
   2. Maintain "Standing Policy Manual" and ensure it is available for Trustees
   3. Complete appropriate forms and track deadlines for events, finances, and fundraising
   4. Maintain office files, supplies, and equipment
   5. Supports the Executive Director and Deputy Director ensure smooth running of Florida House including Trustee meeting support
   6. Use Time management principles
   7. Other duties as assigned by Executive Director
4. Leadership & Board Governance
   1. Serve as Staff Liaison to Facilities Committee
   2. Support the Executive Director and Deputy Director in their work with Trustees and during Trustee meetings and events

**REQUIRED EDUCATION**

4-year college degree or equivalent experience

**MINIMUM YEARS AND TYPE OF EXPERIENCE**

3-5 years experience in hospitality or event management. Must have experience handling multiple-tasks and working with the public. Experience in revenue generating aspect of events and operations is a plus.

**REQUIRED SKILLS**

* Ability to create outstanding experiences for visitors and guests
* Collaborative team player, capable of working independently and being resourceful when needed
* Ability to self-manage work schedule with varying demands and some non-traditional hour requirements
* Excellent customer service and attitude
* Ability to resolve guest comments or complaints when necessary with a sense of urgency, poise, professionalism, and good judgment
* Excellent written and verbal communications skills
* Working knowledge of technology used for meetings and events
* Proficient in use of Outlook, Microsoft Office Suite, Mac OS

**SALARY RANGE**

* $45,000 - $55,000

**BENEFITS**

* Medical and dental paid 100% for employee, discounts available for family members
* Two weeks (10 working days) paid time off plus 5 personal days
* Closed on all Federal holidays
* 401k contribution (eligible after one year of service)
* Opportunity to work in historic home
* Possible travel opportunities to Florida

To apply, please send your resume to: [resume@floridahousedc.org](mailto:resume@floridahousedc.org). No phone calls please.