



## **About Us**

As Kansas City's Botanical Garden, Powell Gardens plays a vital role in the community as a space for release, rejuvenation, and the celebration of the fleeting nature of nature itself. Visitors enjoy themed display gardens, a three-mile nature trail, seasonal festivals, rotating exhibitions, and exceptional architecture. Established in 1988, Powell Gardens is a public garden, maintaining 970 acres of lush, rolling hills and windswept meadows, with more than 175 acres and a large collection of plants open to the public for education, exploration, and recreation.

We at Powell believe that our team members are our most important asset. By building strong relationships with each other, we can ensure that our guests have the best possible experience. If you love to work in a beautiful setting and want to leave your mark in the gardening world, Powell Gardens is the place for you! Come experience our beautiful gardens and join our team of experts.

## **Summary**

Powell Gardens seeks to hire an Events and Corporate Partner Specialist to manage the last year of our annual fundraiser and be the staff liaison for a new major event fundraiser. This position is responsible for meeting and exceeding the fundraising goals for each fundraiser through sponsorships, tickets sales, auctions, etc. This position is also responsible for a large portion of sponsorships and corporate partnerships as they relate to supporting programs, all seasonal events, naming rights, educational programming, and other activities at Powell Gardens. Reporting to and working with the Director of Development & Communications, the Events Specialist plays a vital role in supporting Powell Gardens' efforts to build donor relationships, increase community awareness and fundraise. This position will center on the planning and implementation of these events and sponsorships and will require cross-departmental collaboration and innovative thinking. The position works closely with volunteer planning committees made up of board and community members as well as the core planning teams at Powell Gardens.

## **Essential Functions**

Development Major Events – both current, Under a Harvest Moon and new event, Flourish

- Manage volunteer committees charged with creating concepts and initial plans for the annual fundraiser.
- Assist and ensure execution of the planning of these concepts by helping securing event vendors, event sites, decoration themes, and food and beverage menu.
- Collaborate with the development team and committee to identify and secure sponsorship and attendance necessary to meet and exceed event and budget goals.
- Oversee and coordinate outreach efforts in collaboration with the marketing team, such as but not limited to: creation and production of printed materials, scripts, digital materials, email communications, website, etc.
- Manage day-of-event logistics, such as but not limited to: guest registration/check-out, RSVPs, table assignments, day of volunteer management, etc.

- Adhere to event budgets, obtain quotes/bids and submit contracts per the organization's policy and procedures.
- Track income, in-kind donations and expenditures for each event.
- Manage fundraising auctions from start to finish, including fulfillment after auctions (if included in event.)
- Secure speakers and/or entertainment and manage their participation in events.
- Evaluate events for meeting objectives, goals, and future planning to achieve growth year over year.

#### Corporate Partnership and Relationship Management

- Works with Director of Development & Communications on corporate partnership plans, prospect lists, multi-year sponsorship proposals; cultivation and stewardship of corporate partners and sponsors.
- Execute development department stewardship events, such as but not limited to: dedications and Society of Perennial Partners events, VIP events, some internal staff/volunteer related events, and assist with membership events when needed.
- Ensure deliverables within the corporate membership program are met which are included in some sponsorships, will work in partnership with Specialist, Development who oversees the membership program.

#### Other Functions

- Work with a wide variety of people to include contractors, vendors, donors, board members, volunteers, and staff. Develop relationships with all parties for future growth of event or other Powell Gardens activities, expected to steward these relationships within portfolio.
- Other duties as assigned to meet organizational fundraising goals.

#### Education/Experience

- High School Diploma or GED Required
- Bachelor's Degree Preferred
- 5+ years of successful experience in development, specifically special event management.
- 2+ years of volunteer management experience.
- Experience working with a Board of Directors and high-level donors/prospects is a plus.

#### Knowledge

- Excellent computer skills
  - Proficiency in Word/Excel/PowerPoint/Outlook/Constant Contact/Teams/Zoom.
- Ability to implement needed information into and out of the Altru database system and understanding of how to use the system to report and create lists for review and mailings.
- Ability to analyze data.
- Excellent written and verbal communication skills.
- Editing and proof-reading skills.
- Diplomatic and professional while able to be warm and welcoming.
- Problem-solver.
- Excellent at managing expectations.

## **Physical Requirements/Work Environment**

Primarily Monday through Friday, 8 am to 5 pm, but employee must be willing to work longer hours as projects, events, and deadlines require. Must be available to work as required at festivals, special events or other onsite programs as needed, including the days designated as Staff Work Days. Attend Board meetings and Committee meetings outside of normal working hours. Travel to off-site meetings as required. Able to remain in a stationary position up to 50% of the time; move about inside the office to perform normal duties; stand for long periods; and move throughout a multi-facility work location.

## **Benefits**

Medical/Dental/Vision

403b Plan

Employer Paid Life Insurance

Employer Paid Short-Term and Long-Term Disability Insurance

Generous PTO Plan

## **To Apply**

Applicants interested in this position must submit the following to [hr@powellgardens.org](mailto:hr@powellgardens.org).

- Cover letter addressing the following:
  - Discuss your experience as it related to this role
  - Why are you interested in this role and why you would be a great fit
- Resume
- Three references: professional, academic, and/or personal

To view the full list of open positions, please go to [www.powellgardens.org](http://www.powellgardens.org)