



Botanical Garden of the Ozarks

Department: Sales and Events

Title: Director, Sales and Events

Reports To: Executive Director

Job Type: Full-Time, salary, exempt

The Director of Sales and Events will lead a team in the successful planning and execution of all BGO fundraising events via the creation and implementation of a sustainable revenue growth strategy.

Supervisory Responsibilities

Lead Sales and Events team, including Assistant Director of Special Events and the Programming and Sponsorship Coordinator.

Duties and Responsibilities

- Solicit and steward sponsors of BGO events and festivals, including *Chefs in the Garden*, *Autumn Harvest*, *Jingle Bell Jog*, *Terrific Tuesday Nights*, *Firefly Fling*, and *International Festival*
- Develop new sources of revenue, working cross-functionally with other BGO departments
- Manage budget for BGO events and festivals, ensuring that each meets its respective revenue goal
- Oversee all elements of event production, including but not limited to marketing, contracting vendors, and sponsor communication
- Follow up to collect on any unpaid invoices related to BGO events and festivals
- Provide regular progress reports to Executive Director
- Other duties, as assigned

Basic Qualifications

- 4+ years in fundraising, sales, event management or related field
- Demonstrated success leading direct report(s) to achieve sales/fundraising goals
- Excellent written, verbal and interpersonal communication skills
- Strong organizational and project management skills that reflect an ability to perform and prioritize effectively, with rigorous attention to detail

- Unquestionable ethics and integrity; demonstrated ability to maintain discretion when dealing with confidential and/or proprietary information
- Professional demeanor and ability to remain composed under pressure
- Working knowledge of personal computers, basic computer programs, and databases
- Valid driver's license with a licensed and operable vehicle

Physical Requirements

The physical demands described represent those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

- The duties of this job will regularly require standing, walking, sitting, talking and hearing. The person in this role will occasionally reach with hands and arms; stoop, kneel, or crouch.
- The duties of this job will occasionally require lifting or moving up to 25 pounds.

Commitments

- Treat all BGO employees, members, volunteers, public/private sector partners, the general public, and all working partners fairly, courteously, and with dignity
- Model superior service-oriented behavior by building positive relationships with all BGO stakeholders
- Maintain the highest level of integrity; be honest and fair in all business dealings
- Be prompt and available for flexible scheduling

Salary

- 45,000-50,000, commensurate with experience

Application Instructions

Send cover letter and comprehensive resume to awardlow@bgozarks.org

References required if application is considered

Applications will be accepted until January 15, 2024

www.bgozarks.org