



Botanical Garden of the Ozarks

Department: Sales and Events

Title: Manager, Sales and Events

Reports to: Director, Sales and Events

Job Type: Full-Time, salary, exempt

The Botanical Garden of the Ozarks is seeking a dynamic and results-oriented individual to join our team as the Manager, Sales and Events. The ideal candidate will play a crucial role in booking weddings, overseeing venue rental activities, and developing sustainable strategies for revenue growth. Additionally, they will contribute to the success of our organization by assisting in the development and management of fundraising events and festivals.

Salary Range: \$38-42K with commissions available

Duties and Responsibilities:

- Manage the end-to-end booking and sales process, ensuring a seamless experience for clients.
- Collaborate with vendors, contractors, and internal teams to deliver high-quality events, acting as on-site manager during weddings and special events.
- Develop community outreach initiatives, in conjunction with the communications department, ensuring access to the Garden for all community members.
- Assist in developing and managing fundraising events, taking a leadership role as needed.
- Address any issues or challenges that may arise during events promptly and effectively.
- Develop and manage budgets for Facilities Rentals.
- Monitor expenses, negotiate contracts, and identify cost-saving opportunities.
- Assist with the planning of annual events including volunteer appreciation dinner, potlucks, staff recognition, etc.

Required Qualifications:

- Two years of college or university
- Two years' experience in events, sales, or project management
- Demonstrated strong communication and organization skills
- Project management experience

Due to the nature of special events, this position requires work on certain evenings and weekends.

If you are passionate about creating memorable events, driving revenue growth, and contributing to the success of the Botanical Garden of the Ozarks, we invite you to apply for the position of Manager, Sales and Events.

How to Apply:

Please submit your resume and a cover letter detailing your relevant experience to awardlow@bgozarks.org.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it.