

Occupational Description

Community Development & Event Manager

Position: Community Development & Event Manager
Organization: Gahanna Convention & Visitors Bureau (Visit Gahanna)
Supervisor: Executive Director

General Description

Under the direction of the Executive Director, the Community Development & Event Manager will coordinate events and develop community partnerships, sponsorships, and contributions to help maintain fiscal responsibility of operations and events.

Duties

Manage/assist in the planning, execution and fundraising for all Visit Gahanna events including but not limited to Creekside Blues and Jazz Festival, Herb Day, Creekside Pumpkin Crawl, and Holiday Lights.

- A. Solicit vendors and sponsors for events.
- B. Manage vendor and sponsor relationships.
- C. Develop relationships with community partners for the purpose of event participation.
- D. Identify and monitor the delivery of partner/sponsor benefits.
- E. Works hard to to meet sponsorship goals set by the Executive Director for each of Visit Gahanna's events.
- F. Bring innovation and creativity to grow existing events.
- G. Assist Marketing and Communications Manager with marketing of events and coordination, development, and distribution of promotional materials.
- H. Recruit and supervise event volunteers.
- I. Coordinate with City of Gahanna when needed.
- J. Assist the Executive Director by preparing, submitting, and obtaining approval of operational applications.

Public Relations and Communication

- A. Assist in the development and implementation of the strategic plan for the CVB regarding events.
- B. Be involved in local and community activities and represent the CVB at meetings as required.

General Administration

- A. Work closely with staff to development monthly reports on current activities.
- B. Follow the administrative policies and procedures of the CVB.
- C. Aid in office operations.

Knowledge, Abilities and Skills Required

- A. Ability to multi-task and to work under pressure.
- B. Must be reliable and well organized.
- C. Ability to express oneself clearly and concisely, orally and in writing.
- D. Ability to establish and maintain effective working relationships with the CVB staff, business community, government officials, community organizations, and the general public.

E. Knowledge of Microsoft Office

Other Job Characteristics

- A. Salaried position requiring additional hours as needed (including some nights and weekends).
- B. State of Ohio Driver's License and ability to drive is a requirement.

Minimum Qualifications

Education and Experience

- Undergraduate degree required. Experience working for business organizations, chambers of commerce, convention and visitors bureaus, city government, and/or other community oriented non-profits is an added benefit.

This occupational description is a summary of typical job functions, not an exhaustive or comprehensive list of all job responsibilities, tasks, duties, and other requirements.

Lori Kappes, Executive Director, Visit Gahanna

Date