



Lake Erie Nature & Science Center

Job Posting: Development Events Coordinator, Part time, 10 to 15 hours per week

Position Summary: Lake Erie Nature & Science Center, a nonprofit organization located in Bay Village, seeks a Development Events Coordinator to join our team. The Development Events Coordinator will provide support and coordination for development department events primarily the annual benefit and other events within the Development department.

Responsibilities: The Development Events Coordinator is responsible for coordinating and supporting all aspects of the annual benefit event including volunteer support, event logistics, budget management, results tracking, and coordinating event communications. Specifically the Development Events Coordinator will support a volunteer committee by participating in meetings, discussions, and follow up actions; assisting the committee with planning and execution of the event; carrying out event details including vendor research and negotiations; managing an expense and revenue budget; tracking participation of ticket purchasers and underwriters; and ensuring internal and external communications regarding event details.

The Development Events Coordinator is expected to work collaboratively with the Executive Director, Development Specialist, department managers, volunteers, vendors, and all Center staff. The Development Events Coordinator schedule requires 10 to 15 hours per week generally Monday through Friday with frequent evenings, and requires work on the day of the benefit event August 26, 2017, and the week prior to this event.

Qualifications: Candidates must have experience with event coordination in the non-profit or for-profit field and experience managing budgets and logistical details. Successful performance in this position requires excellent planning skills, positive customer relations, time and budget management proficiency, accuracy of information, and professional conduct.

Organization: Lake Erie Nature & Science Center is a nonprofit organization providing informal science education for children, families and people of all ages. The Center serves more than 125,000 people each year with a \$1.6 million operating budget. It is home to the only wildlife rehabilitation facility in Cuyahoga County, one of two public access planetariums in Cleveland, and a beautiful park setting near Lake Erie. The Center offers a distinct blend of early childhood programs, seasonal family events, school field trips, scout programs, summer camps, wildlife rehabilitation and education services, and free admission to natural history exhibits. Lake Erie Nature & Science Center is funded by private donations, program fees, and grants including Cuyahoga Arts & Culture through the residents of Cuyahoga County.

Application: Send cover letter and resume to jobs@lensc.org by December 30, 2016.

Lake Erie Nature & Science Center is an equal opportunity employer.