



**Job Title:** Business and Events Manager

**Location:** Community Matters Administrative Office, 2110 Saint Michael Street

**Compensation Type:** exempt, full-time, salary

**Reports to:** Executive Director

**Application Deadline:** August 23, 2019

## **JOB OVERVIEW**

The Business and Events Manager oversees the operations, business development, and event coordination of The Sanctuary, a social enterprise event venue of Community Matters.

## **CORE JOB RESPONSIBILITIES**

### **Business Development**

- Build market position by locating, developing, and maintaining business relationships;
- Meet all business revenue goals by researching prospective clients in targeted markets, pursue leads, and follow through to successful bookings;
- Manage revenue tracking and data reporting for The Sanctuary;
- Manage business marketing including website, social media, The Knot, and all other forms of marketing;
- Understand target markets, including industry, company, project, company contacts and which market strategies can be used to attract clients;
- Build new vendor partnerships (preferred catering, lighting, sound, etc.) to advance revenue goals.

### **Event Coordination**

- Manage all event booking, coordination, and communications with renters;
- Collect and manage all payments and agreement contracts;
- Coordinate setup, planning, and all details for client use of Sanctuary;
- Manage and collaboration with part-time Events Coordinator to ensure highest quality of service, divide event schedule, and oversee coordination;
- Hire and manage temporary event setup/clean up staff;
- Coordinate access to the space for all events and ensure proper security and condition of space before, during and after events.

### **Facility Operations**

- Coordinate and manage all set up, clean up with janitorial and event staff;
- Maintain proper licenses, permits, etc. (alcohol, commercial kitchen, occupancy);

- Maintain proper condition of the Sanctuary and maintain compliance with the health department regulation of the commercial kitchen;
- Manage all facility supplies and ensure space is properly prepared for events;
- Manage pick up and setup of all rented event items;
- Manage use of the space outside of paid events (Community Matters events, community usage, etc.)

## IMPORTANT SKILLS AND ABILITIES

- Must have strong customer service skills, organization skills, and the ability to troubleshoot and resolve problems.
- Must be reliable and timely in attendance and have a flexible schedule.
- Must have valid driver's license and reliable transportation.
- Must have regular evening/weekend availability.
- The ability to work in a fast-paced environment and independent without constant supervision is required
- Attention to detail, ability to work unsupervised while maintaining safety and quality standards, and confidence to speak up and act when safety and/or quality are compromised.
- Comfort with multitasking and maintaining efficiency and productivity.
- Effective and frequent communication with manager and support staff, regardless of department or shift.
- Ability and willingness to adhere to and advance protocol in a diverse work environment.
- Proficient in Google and/or Microsoft Office suites.

## PHYSICAL REQUIREMENTS

- Ability to frequently sit, stand, walk, stoop, kneel, crouch, crawl and climb.
- Ability to frequently lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds.

## TO APPLY

Send cover letter and resume to Mary Delaney at [Mary@cmcincy.org](mailto:Mary@cmcincy.org) by Friday, August 23.