



# SHENANDOAH

NATIONAL PARK TRUST

**Job**

## **Description -Event and Volunteer Manager**

Shenandoah National Park Trust is dedicated to preserving and enhancing the natural, cultural, and historic resources of Shenandoah National Park. Our goal is to connect communities to this remarkable landscape, fostering a deep sense of stewardship to ensure the park thrives for generations to come.

The Event and Volunteer Manager will lead the Trust's suite of fundraising, cultivation, and stewardship events, from conception to execution. This role also involves growing our burgeoning volunteer program to support internal and external events and projects.

This position is part of a larger team and entails various responsibilities that require professionalism, collaboration, initiative, a high level of attention to detail, and discretion in handling confidential and sensitive information. The Event and Volunteer Manager will be both process- and product-oriented, able to refine and iterate on existing protocols, plans, and partnerships to improve outcomes and deliver top-quality, concierge-level service to partners, constituents, and donors.

### **Key Responsibilities:**

#### **Event Planning & Management (75%)**

- Manage and coordinate all logistics for events, including vendor relations, guest speakers, and site host collaboration.
- Oversee event guest lists, registration processes, and provide regular updates to the team on event status.
- Manage and report on event budgets and goals.
- Serve as the point of contact for event committees
- Manage sponsor relationships in partnership with the Corporate & Foundation Manager.
- Lead and grow the Banff Adventurers' program.
- Develop event-related materials in coordination with the communications team, including signage, invites, flyers, and online/social media content.
- Update and manage event-related content and images on the SNPT website.
- Represent the organization at community and professional events.

#### **Volunteer Program Coordination (25%)**

- Enhance and execute the volunteer program to engage individual and community partners, providing opportunities for deeper connections to our mission through volunteerism.
- Work with staff and SNP to identify volunteer projects/workdays and in-office projects that advance the organization and engage volunteers.
- Serve as the primary liaison for volunteers, overseeing recruitment, training, logistical coordination, project oversight, and recognition.
- Maintain accurate records of volunteer hours worked and manage volunteer scheduling for events/projects.
- Lead the organization's volunteer program, staying informed on volunteerism trends and training staff on working effectively with volunteers.
- Develop volunteer-related materials in coordination with the communications team and manage volunteer-related content on the Philanthropy Department's website.

**Other:**

- Opportunity to supervisor intern(s).
- Additional Duties as assigned.

**Qualifications:**

- High school diploma with at least 3-5 years of relevant experience; an associate or bachelor's degree may substitute for 2 years of event experience.
- Strong communication (written and spoken) skills, with the ability to engage with vendors, volunteers, executive-level administrators, donors, staff, and special guests promptly and accurately.
- Ability to work independently and as part of a team.
- Self-motivated, detail-oriented, proactive, collegial, collaborative, and willing to learn.
- Extremely attentive to details with strong organizational skills and the ability to prioritize multiple requests and projects.
- Flexibility in schedule, with the ability to support evening and weekend events.
- Understanding of protocol, discretion, and confidentiality.
- Ability to travel to support events within the region.

Shenandoah National Park Trust is an equal opportunity employer. We are committed to creating a diverse and inclusive work environment that welcomes individuals from all backgrounds and experiences. We encourage candidates who may not meet all the qualifications to apply.

**Salary and Benefits:** \$50,000-60,000 + competitive benefits, hiking, and a Shenandoah National Park Pass.

**Location:** This position will be based at our Charlottesville HQ office. The work requires travel to areas around the Park, NOVA, and Richmond.

**To apply:** Send your resume and a cover letter to [info@snptrust.org](mailto:info@snptrust.org). Please note in the subject line of your email: Event & Vol position.