



# FRANK LLOYD WRIGHT BUILDING CONSERVANCY

## OPEN POSITION

December 18, 2019

**Position Type:** Full Time Exempt Position

**Reports to:** Executive Director

**Supervisory Duties:** occasional intern or part-time temporary

### **Events and Communications Manager**

Directs and coordinates the planning, preparation and implementation of the annual conference, special events, tours, travel programs and other fundraising and donor recognition events throughout the year. Oversees the annual communications plan and budget in consultation with executive director and board. Oversees the creation, editing and coordination of all Conservancy communications and publications to inform members and the public about Conservancy activities, advocacy and events.

The **Events and Communications Manager** will:

- Manage all aspects of conferences and events from planning to onsite execution.
- Prepare and manage budgets for conferences and events.
- Design, write and produce program booklets, all promotional materials and press releases and coordinate distribution
- Create and distribute solicitation materials for Silent Auction items; produce auction catalog, coordinate logistics and follow up with auction committee
- Work with the Preservation Programs Manager to coordinate all aspects of implementing the annual Wright Spirit Awards
- Coordinate all aspects of the Conservancy fellowship programs—John Thorpe Fellowship, Keepers Preservation Education Fund and any new opportunities
- Expand audience reach for Conservancy conferences and events
- Oversee the maintenance and infrastructure of website; creation of lively and up-to-date website content
- Oversee the planning of the annual publications; function as managing editor for magazine.
- Oversee the planning and production of 4-5 newsletters per year - digital and print versions – drawing content from the website
- Oversee the design and production of membership brochures, fundraising materials, press releases and collateral materials
- Oversee the establishment of effective relationships with appropriate media representatives in areas relevant to Conservancy’s mission, events and activities
- Coordinate the preparation of all press releases regarding events, conferences and activities
- Assist in development of text and graphics style manual; monitor publications for conformity to ensure effective organizational branding

**Qualifications:**

- BA/BS degree
- 3 years directly relevant full-time experience in communications and events management
- demonstrated strong planning and project management ability
- excellent writing and editing skills
- print production experience
- experience with Adobe InDesign and Photoshop
- experience with website content management systems (WordPress)
- excellent interpersonal and constituent services skills
- superb attention to detail and logistical thinking ability
- enjoy managing a variety of responsibilities
- comfortable in a small office environment
- Interest in preservation, architecture or history a plus
- Ability to travel at least 7-10 days per year
- Ability to work long hours during events, standing and walking most of the day; frequently going up and down stairs and on and off tour buses
- Ability to lift and carry boxes of event materials as needed

**Additional helpful qualifications**

Advanced web technical skills, advanced graphic design skills, experience with member/donor databases, prior experience in the philanthropic and non-profit sector.

Occasional weekend event work and overnight travel required (with compensatory time). Chicago south Loop location.

**Compensation:** Salary is in mid-\$50K with health insurance benefits.

**Application Process:** Please submit cover letter, resume, salary expectations and contact information to [HR@savewright.org](mailto:HR@savewright.org). Cover letter should outline how your background and experience meets the requirements of the position.

No phone calls please. Due to the large number of inquiries, it will not be possible to acknowledge responses but we appreciate your interest.