

# Job Opening: Event Coordinator

Savanna Institute is seeking a motivated, collaborative, and tech-savvy individual eager to advance agroforestry adoption by coordinating accessible and inclusive educational and fundraising events, both online and in-person. We seek applicants who share our passion for ecological and equitable agriculture as a nature-based climate solution and who are motivated to widen the circle of who has the opportunity to inform, support, and benefit from its development. To that end, we are seeking a diversity of voices at the table and strongly encourage people of color, women, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

**Posted** November 11, 2022

## Organization Description

The Savanna Institute is a 501(c)(3) non-profit organization based in Madison, Wisconsin and Urbana, Illinois. Established in 2013, we work in collaboration with farmers, scientists, and other stakeholders to develop perennial food and fodder crops within multifunctional systems grounded in ecology and inspired by the savanna biome. Our work aims to lay the groundwork for widespread agroforestry in the Midwest US via strategic research and education. For more information, please visit [savannainstitute.org](http://savannainstitute.org).

**How To Apply** Submit a resume/CV and cover letter to [jobs@savannainstitute.org](mailto:jobs@savannainstitute.org)

**Deadline** All applications must be received by **11:59pm CT on December 12th, 2022.**

## Questions?

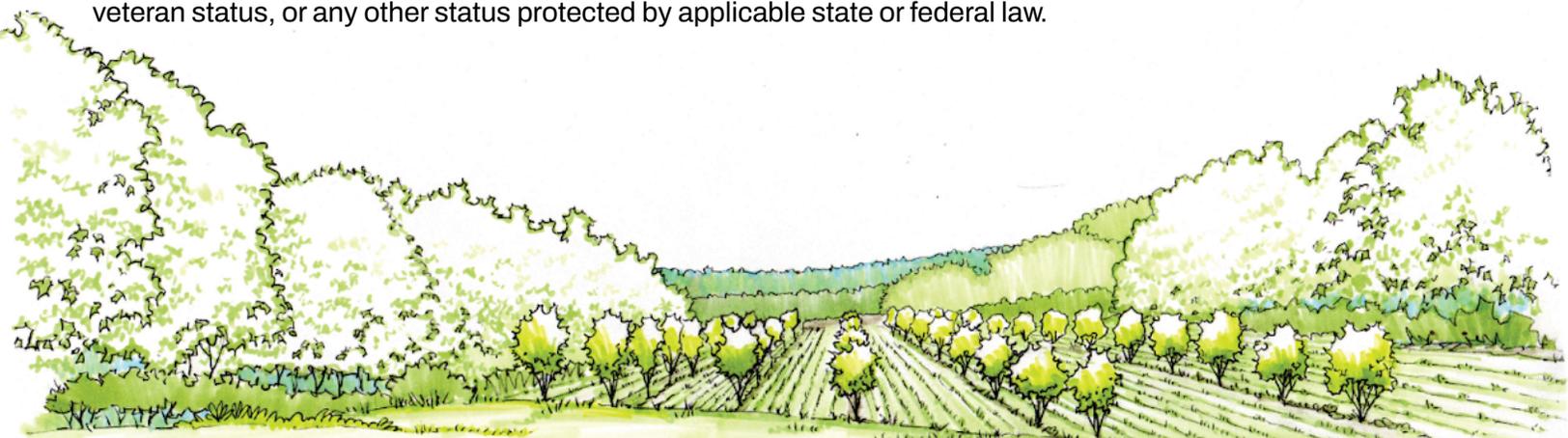
Email Kathleen Fitzgibbon, Operations Manager, [kathleen@savannainstitute.org](mailto:kathleen@savannainstitute.org).

## Diversity Commitment

The Savanna Institute affirms the value of diversity of staff and stakeholders, and aims to foster inclusive environments and equitable outcomes of our work. We seek individuals who are committed to these goals.

## Equal Employment Opportunity

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, veteran status, or any other status protected by applicable state or federal law.



## ***Position Opening – Events Coordinator***

Savanna Institute is seeking a motivated, collaborative, and tech-savvy individual eager to advance agroforestry adoption by coordinating accessible and inclusive educational and fundraising events, both online and in-person. Responsibilities include:

**Coordinating events and event outreach for Savanna Institute programs (45%):** (webinars, field days, workshops)

- Act as the main point of contact for all events, responding to inquiries
- Work with SI program staff to plan and execute events, especially project and grant managers to complete grant deliverables involving educational events
- Attend and/or coordinate with SI staff to attend events, ensuring staff, volunteers, and/or other event leaders are scheduled, aware of expectations, and have all the materials and supplies needed for each event
- Coordinate site prep, set-up, and clean-up before and after in-person events
- Event outreach including:
  - Develop relationships with event coordinators at allied or partner organizations, with a focus on both existing partners and expanding SI's network; develop and maintain database of allied organizations and listservs; ensure SI events appear on their calendars; coordinate event outreach strategy in collaboration with Senior Director and Communications Team
  - Publish events through SI's website; manage web event pages, registration forms, and automatic attendee emails
  - Coordinate with Communications Team to develop social media content to promote events

**Perennial Farm Gathering Coordination (30%):** (annual educational conference)

- In collaboration with Senior Director, manage and execute planning for the Perennial Farm Gathering
  - Coordinate planning committee to develop program and invited speakers; invite speakers and coordinate logistics and follow-up
  - Coordinate with Communication Team and consultants to build conference website (if future PFGs are online) or work with Spring Green Campus staff to coordinate event rentals, site prep, and logistics (if future PFGs are in person)
- Execute event outreach as described above

**Fundraising Event Coordination (20%):**

- Provide event planning and execution support for Director of Development for planning and day-of execution of fundraising events. These may vary in size from small gatherings to a 50+ person dinner. Activities include invitation and registration management, catering and site logistics, and other duties as assigned.



## Other duties as assigned (5%):

- Participate in staff and team meetings
- Collaborate with all staff on annual strategic planning and goal setting
- Professional development
- Other duties as assigned

## Job Description

**Hours:** full time

**Start Date:** January 1, 2023

**Location:** Madison, WI or Spring Green, WI

**Salary:** \$40,000 - \$52,000

- This position is eligible for the Institute's benefits package. Benefits for full-time employees include 30 days paid time off per year, a Health Reimbursement arrangement that can be applied to insurance premiums and approved healthcare costs, and a monthly home office stipend.
- This position reports to Senior Director for Partnerships, Education & Outreach

If you're excited about this job, we're excited to learn about your experience! Please be sure to address each of the following qualifications in your cover letter — paint us a picture of how your unique skills, experiences, and/or education meet or exceed the qualifications.

## Required Qualifications:

- Experience in event planning
- Ability to accurately prioritize and take tasks to completion
- Excellent verbal and written communication skills
- Proactive, self-directed, and reliable with excellent organizational skills and eye for detail
- Leadership, flexibility, creativity, and composure in problem solving; making and implementing decisions quickly and decisively
- Strong mediation skills and experience working with people from diverse backgrounds
- Strong computer skills (Google suite and experience operating and troubleshooting basic office equipment and AV equipment)
- Ability to travel up to 10% of the time, including some nights and weekends, to events throughout the Midwest