

JOB DESCRIPTION



Title:	Program and Events Manager	FLSA Status:	Exempt
Department:	Wallace House	Full/Part Time:	Full Time (40 hours/week)
Reports To:	President & Chief Executive Officer	Pay Range:	\$40,000 - \$48,000

The Wallace Centers of Iowa (WCI) is a nonprofit organization (www.wallace.org) that carries on the Wallace family legacy of connecting food, land and people. The two historic locations - the Wallace Farm near Orient and the Wallace House in Des Moines - offer educational programs and events, produce fruits and vegetables, and provide locally sourced meals. This position will be based at the Des Moines location.

We are currently seeking a Program and Events Manager to support successful educational programs at both locations with an emphasis on the Wallace House. Current programs include Hearts and Homes Luncheons, Sherman Hill Victorian Teas, Farm to Table dinners, tours and special events. The Program and Events Manager will also ensure the Wallace House buildings and grounds are well maintained.

WHAT YOU'LL DO

The Program and Events Manager is responsible for the following activities:

Program Creation and Delivery

- Creates programming for both locations that meet organizational needs and priorities with a focus on history
- Researches historic materials to create and deliver history-focused programs such as Hearts and Homes Luncheons and Sherman Hill Victorian Teas and new programs TBD
- Maintains organizational calendar of events/activities

Program Coordination and Administration

- Posts events/tickets on website
- Manages reservations for programs/events and tracks attendance
- Takes and tracks payments from event attendees
- Sets up public spaces for programs/events
- Helps create program/event materials such as menus, using developed brand standards
- Fields private catering and special event requests
- Recruits and manages volunteers with assistance from relevant staff
- Answers incoming phone calls, opens mail and coordinates deliveries, directs to appropriate staff

Site and Property Management

- Greets Wallace House visitors, provides tours, and schedules and leads group visits
- Manages building contractors and restoration projects
- Performs basic site maintenance and improvements
- Maintains garden and front porch plants, plans and conducts seasonal decorating

You'll also have the opportunity to work on other projects and activities for the Wallace Centers of Iowa.

REQUIRED QUALIFICATIONS AND SKILLS

Successful candidates for the position will possess the following skills and qualifications:

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Experience

- Strong written and verbal communication skills and attention to detail
- Ability to interact with the public and represent Wallace Centers of Iowa positively
- Excellent time-management and organizational skills
- Self-motivated, recognize what needs to be done and coordinate its completion
- Basic computer skills including experience working in Microsoft Office products
- Able to work effectively both independently and as part of a larger team

Other

- Flexible schedule to attend events and conduct other activities outside of standard business hours
- Ability to stand, walk, climb/descend stairs and sit. Regularly required to stoop, kneel, bend, crouch, and lift up to 30 pounds
- Clear criminal background check
- Acceptable driving record

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OUR BENEFITS

- Paid Time Off
- Qualified Health Insurance Reimbursement Plan
- Professional Development
- Learning and Networking Opportunities

HOW TO APPLY

Please send a cover letter and resume via mail or email to:

The Wallace Centers of Iowa

Attn: Debra Houghtaling, President/CEO

756 16th Street

Des Moines, Iowa 50314

deb@wallace.org

Our mission celebrates diversity. The Wallace Centers of Iowa is an equal opportunity employer.