



Programs & Events Manager

This role manages programs (i.e. events and outreach) for The Fort Atkinson Club, a small local nonprofit. Our downtown location and historic building provide a unique opportunity to support our diverse community's overall quality of life while preserving the local heritage through event programming. We strive to serve through education, arts, well-being, business, and civic engagement while fostering a culture of inclusion, celebration, and life-long learning.

Falling underneath Rock River Heritage Inc (a 501c3 nonprofit), the Fort Atkinson Club's mission is to preserve and utilize our historical building for arts, wellness, and community programs.

The Programs Manager will support FAC leadership by strategically researching, proposing and managing small- to large-scale programs that align with our community-focused mission. This includes event planning, space usage administration, constituent communications, and any post-event follow-up.

<u>Hours:</u>	Full-time, 32-40 hours per week, M-F 9:30am-4pm with flexible additional hours that includes some night and/or weekend work based on event schedule.
<u>Work Setting:</u>	in-person at Fort Atkinson Club, 211 S Water St East, Fort Atkinson WI 53538
<u>Compensation:</u>	\$35,000 annual salary (with possibility of increase with annual reviews)
<u>Additional Benefit:</u>	Paid Organizational Holidays and Paid Time Off (PTO)

Duties & Responsibilities:

The Programs & Events Manager will be responsible for coordinating all events and programming (both internally and externally hosted) at the Fort Atkinson Club. Specific duties will include, but are not limited to:

Administrative: office duties such as filing/data-entry/printing/scanning/mailing, promptly responding to calls/emails regarding space usage/rental and upcoming programs, overseeing the overall programming and events schedule.

Client Communication: ensure that all event information is accurately entered into CRM software including patronage, sponsorships, vendor details, talent referrals, and event feedback.

Financial Stewardship: secure agreements and payments according to organizational protocol, proactively follow up on any outstanding invoices to ensure efficient financial management and good stewardship of resources, report any issues to supervisor as soon as you become aware of them.

Volunteer & Event Staff Coordination: collaborate closely with the entire FAC team to actively promote volunteer opportunities and recruit from the community, nurture professional relationships with existing FAC volunteers, and coordinate appropriate staffing necessary for programs and events aligned with the project budget.

Marketing & Communications Support: work with the Digital Communications team member and the Executive Director to achieve consistent branding for FAC programs, and assist in growing FAC's digital presence including social media posts and website updates as needed.

Required Minimum:

- Minimum one-year professional experience coordinating events, office management, or other related field
- Working knowledge of Microsoft Office 365 suite (specifically Word, Excel, PowerPoint)
- Excellent written and verbal communication skills, ability to professionally engage with individuals from diverse backgrounds while communicating gracious hospitality and inclusion to ensure that all guests at FAC are genuinely welcome
- Highly detailed and organized with a critical degree of accuracy regarding data, communications, logistics, and ensuring knowledge retention
- Impeccable time management skills with the ability to prioritize, meet deadlines, and handle preparations for multiple events at any given time
- Self-starter with the ability to work independently and take the initiative while also being able to be a team player with other FAC staff
- Leadership skills to oversee volunteers and assist with volunteer recruitment

Preferred:

- Bachelors degree (or higher) in a business, hospitality, humanities, or social sciences area
- Working knowledge of Google Workspace (specifically Gmail, drive, calendar, docs, sheets, and forms)
- Familiarity using Client Retention Software (CRM) software such as Salesforce, DonorView, NetSuite, or Razor's Edge
- Experience with Project Management software such as Smartsheet, Microsoft Project, Trello, or ClickUp

Desired:

- Bi-lingual in conversational or fluent Spanish

Expectations:

- Commitment to the Fort Atkinson Club's mission and vision
- Passion to serve as a community ambassador for the Fort Atkinson Club
- Work ethic rooted in a high level of transparency, integrity, and genuine care

To apply for this position, email a resume and cover letter as a Word or PDF attachment to:

Director@FortAtkinsonClub.org

Applications will be accepted until the position is filled.

The Fort Atkinson Club does not discriminate on the basis of race, color, religion/creed, gender, gender expression, age, national origin/ancestry, disability, marital status, sexual orientation, or military status in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all our staff, clients, guests, and volunteers.