



Job Title:	Event Planner
Department:	Event Sales & Planning
Reports To:	Director of Event Sales & Planning
Classification:	Full-time/Annual, Salaried/Exempt
Work Schedule:	Tuesday – Saturday; flex time available during busiest season
Pay Range:	\$40,000 to \$45,000 Annually with incentive
Benefit Package:	Health benefits 100% premium paid by IslandWood, 401k, 3 weeks paid vacation

Overview:

The Event Planner is responsible for delivering the hospitality services for IslandWood’s conferences, special events, and community programs. This includes IslandWood’s onsite fundraising, auction redemption, and donor cultivation events. Additionally, this position coordinates non-profit conferences, corporate teambuilding retreats, and milestone events such as weddings and family reunions. The Planner works with all departments to provide customers with an exceptional experience at IslandWood.

Responsibilities:

Event coordination

- Plans, oversees, and delivers events and conferences while fulfilling customer expectations for service.
- Establishes and maintains positive, professional relationships with clients through effective, timely, and reliable communication.
- Coordinates all details with clients to assure their event is successful.
- Develops and maintains favorable working relationships and open communication with all departments.
- Coordinates all pre-event processes, including EventPro function sheets, rooming lists, audio-visual needs, menus, etc. with necessary departments in a timely manner.
- Organizes welcome notes, signs, keys, registration forms, and marketing materials for all arrivals.
- Follows up with clients after their events, sending thank-you notes.
- Follows up with Accounting for accurate final bill.
- Works with client to determine room setups, catering requirements, guest count, and lodging in a timely manner.
- Works with other members of the Events team and other departments to ensure staff support for functions before, during, and after the events as required.
- Maintains accurate information in the Salesforce CRM Database & uses the system as a tool to improve the quality and efficiency of our work.
- Maintains the EventPro booking system to ensure availability and appropriate scheduling.
- Knowledgeable about general operations and emergency procedures required when guests are on site.

JOB DESCRIPTION

Event Planner

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Required Qualifications:

- Minimum 2 years of experience coordinating events and/or project management experience.
- Excellent communication and interpersonal skills, with a customer service focus.
- Experience in engaging with diverse communities.
- Ability to take initiative and prioritize tasks; excellent time-management, problem- prevention, and problem-solving skills.
- Strong computer skills; proficiency with Microsoft Office.
- Ability to work on a variety of software, as trained; Salesforce and EventPro.
- Collaborative style; relationship-oriented; friendly, welcoming demeanor.
- Self-motivated; strong sense of responsibility.
- Dependable and punctual.
- Adaptable; capacity to cope with interruptions and changes.
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood.
- Commitment to support IslandWood's work towards equity, diversity and inclusion in the workplace.
- Must be able to comply with and maintain a drug-free work environment.
- Must pass child safety screening procedure; post-offer.

Application Requirements:

Submit a cover letter, resume, [Application for Employment](#) form including contact information for two professional references to:

employment@islandwood.org

or mail to:

Search for Event Planner
IslandWood
4450 Blakely Avenue NE
Bainbridge Island, WA 98110

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.