

Position Title: Hospitality and Community Engagement Coordinator

Department: Operations

Reports To: Operations Manager, Organizational Development Manager

Position Overview:

The Hospitality and Community Engagement Coordinator is a role responsible for developing and implementing The Bellingham Circus Guild sponsorship strategies, coordinating hospitality services, and managing volunteer engagement. This role is crucial in fostering partnerships and leveraging the talents of volunteers to enhance event experiences. The ideal candidate will possess a talent for relationship building, volunteer organizing, hospitality management and collaborating with the grant team on fundraising.

Key Responsibilities:

- **Sponsorship Strategy and Management: 25%**
 - Organize a seasonal donor thank you card and gift
 - Devise strategies to partner with and retain sponsorship
 - Implement strategies, provide data and feedback
 - Research potential sponsors
 - Work with Media Manager to maintain sponsorship tier requirements
- **Relationship Management: 10%**
 - Serve as the main liaison for sponsors and stakeholders (members, producers, board, etc) ensuring their needs are met and relationships are strengthened
- **Hospitality and Events Management: 25%**
 - Oversee the planning and delivery of hospitality services for all organizational events, managing details such as scheduling, ordering, shopping, recruiting and onboarding volunteers
 - Fill in the gaps as needed
- **Volunteer Coordination: 20%**
 - Recruit, onboard, and organize volunteers for events, ensuring they are well-prepared to contribute effectively to the success of the event
 - Coordinate with event producers about volunteer needs
 - Develop and maintain volunteer database
 - Develop volunteer roles and schedules that align with event needs and volunteer skills, providing clear communication and support.
- **Contract Negotiation and Compliance: 10%**
 - Negotiate terms with sponsors and vendors, ensuring agreements are favorable and adhered to
- **Reporting and Strategic Analysis: 10%**

- Analyze and report on the effectiveness of sponsorship strategies, hospitality services, and volunteer engagement, recommending improvements

Skills and Qualifications:

- Proven success in sponsorship management
- Experience in event planning, hospitality and/or volunteer coordination
- Exceptional negotiation and organizational skills
- Strong leadership abilities and experience managing teams, including volunteers
- Excellent communication and interpersonal skills, with the ability to engage a variety of stakeholders
- Collaborative mindset/ability/approach/problem solving

About BCG: include consensus based, reframe from an employee lens

Hours & Pay:

- \$20-\$25 DOE
- Part-Time
- 5 hours per week, varies during event season

To Apply:

Please send your resume and cover letter to BellinghamCircusGuildOps@gmail.com