



CORPORATE RELATIONS AND EVENTS MANAGER (full-time)

The Friends of Governors Island seeks a full-time Corporate Relations and Events Manager to plan, manage, and execute corporate events on Governors Island. This is a full time position. If you love the outdoors, are a people person who loves public speaking, and are a rock-star event planner, this is the job for you!

About Governors Island and the Friends of Governors Island

Governors Island is a 172-acre island in the heart of New York Harbor located between Lower Manhattan and the Brooklyn waterfront. A former military base closed to the public for nearly two centuries, today the Island is a popular seasonal destination. An award-winning new park is complemented by dozens of unique historic buildings, environmental educational facilities, a rich arts and culture program and a 22-acre National Monument managed by the National Park Service. Unlike anywhere else in New York, Governors Island offers peaceful settings with sweeping views of the Harbor, Lower Manhattan skyline and Statue of Liberty. Looking ahead, the Island will be activated year-round as a sustainable campus for learning and innovation, with plans for expanded commercial and non-profit uses in its future.

The Friends of Governors Island is an independent nonprofit that works to ensure the Island's continued growth and accessibility as a vibrant public resource. As the designated fundraising partner of the Trust for Governors Island and the National Park Service, the Friends stewards the Island's green spaces, enhances the visitor experience and builds a community dedicated to the Island's future.

About the Position

The Corporate Relations and Events Manager will engage a diverse portfolio of corporate partners in the stewardship and enjoyment of Governors Island by planning fulfilling and impactful corporate events, retreats and volunteer outings. Additionally, the Manager (in collaboration with the Director of Corporate Relations) helps grow corporate sponsorships, seeking new opportunities and identifying prospects to generate both revenue and visibility for the organization.

You will be a part of a small, fun, hardworking, rapidly-growing mission-focused team, and get to work outside in one of the most unique public spaces in New York City! The Corporate Relations & Events Manager will report to the Director of Corporate Relations and will be an important member of the Friends' fundraising team. The ideal candidate for this position is outgoing and energetic, with excellent organizational and interpersonal skills and the ability to thrive in a fast-paced environment.

Here's what you'll do as part of our team:

Event Planning & Logistics

- Manage communications with corporate event partners, including initial inquiries, informational calls, and consistent follow-up
- Create compelling corporate event proposals and packages based on client's ideas and event needs

- Oversee the entire process for planning and running corporate volunteer events and retreats, including scheduling, designing a fulfilling event that meets the client's needs, communicating event details, arranging catering and Island activities, and coordinating ferry transportation and security as needed
- Serve as an ambassador for Governors Island by welcoming groups, leading tours and conveying the value and impact of corporate partnerships
- Identify and pitch prospective corporate clients; perform prospect research as needed to engage a wide range of corporate partners
- Work with Island marketing staff to develop promotional materials and marketing strategy for the corporate engagement program
- Collaborate with Island horticulture team to plan, set up, manage and report on successful volunteer gardening projects
- Work with Island operations team and vendors to arrange logistics, activities and meals for corporate groups
- Serve as the main point of contact with corporate groups and build close relationships with group leaders through effective communication and follow-up
- Track both quantitative and qualitative results and feedback from group volunteer activities
- Manage and track program budget; oversee invoicing and payment process for all corporate clients
- Write funding proposals, track impact metrics, and report on grants for corporate volunteer activities

Special Events

- Lead vendor coordination in the planning and execution of the annual Gala
- Coordinate other special events as assigned

Corporate Sponsorships

- In collaboration with the Director of Corporate Relations, increase opportunities for meaningful and profitable corporate partnerships
- Identify prospective sponsors and develop partnership packages that meet their goals
- Work with Island marketing staff to develop sponsor pitch materials

Other

- Maintain Corporate database records, inputs information into Salesforce
- Work with Corporate Events Associate in the day-to-day execution of corporate retreats and volunteer events
- Perform other administrative support tasks for the Friends as needed
- Attend and support select Island fundraising and cultivation events

Skills Sought

- Pro-active and energetic, with ability to take initiative with complex events
- Comfort multi-tasking and managing several projects at once
- Flexibility to adapt in a changing environment; excellent problem-solving skills
- Exceptional communication and public speaking skills; comfort speaking in front of a crowd
- Strong organizational skills with attention to detail
- Experience working effectively with people of various backgrounds
- Proficiency with Microsoft Office and Google Docs is required; experience with Salesforce, Asana, Mailchimp, and Flickr is a plus

Job Requirements

- Passionate about public spaces and the value they bring to urban environments; experience or interest in working in a public park or garden setting is preferred
- Ability to work on weekends, as needed (compensatory time will be provided)
- Comfortable with and enjoy working outdoors with the ability to perform physical labor in all weather conditions
- Ability to lift up to 25lbs
- Ability to walk up to 2-4 two miles a day
- Valid driver's license, and comfort driving a golf cart, required

To Apply

Please send resume and cover letter with the subject line "Corporate Relations and Events Manager" to jobs@friendsgi.org. No phone calls please.

Compensation

The salary range for this position is \$55,000 to \$65,000 commensurate with experience. The Friends offers an excellent benefits package and a hybrid work-from-home policy.

Job Applicant Information

Job applicants must be available to work five days a week, including the occasional weekend day (compensatory time will be provided). Holidays and some evening work may be requested. This job requires periods of standing and walking outdoors, in addition to occasional heavy lifting.

All new hires must be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment with the Friends, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Friends.

The Friends of Governors Island does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.