Job Position: Event & Partnership Coordinator
Reports to: Outside Sales Manager
Hours: Part Time, Hourly

Sauder Village

Position Overview

Sauder Village is seeking an organized, relationship-focused, and results-driven Event & Partnership Coordinator to plan, coordinate, and execute on-site events and serve as the primary liaison between Sauder Village and external constituents. This position will manage and strengthen strategic partnerships and events that enhance visitation, generate revenue, and expand awareness of Sauder Village as a premier regional destination.

Essential Functions (Responsibilities): include the following. Other duties may be assigned.

1. Serve as the primary point of contact for external constituents, including partners, tourism organizations, corporate partners, community organizations, entertainment agencies, and vendors.
2. Plan, coordinate, and execute on-site Sauder Village events.
3. Monitor tourism, hospitality, and partnership trends to identify new opportunities that expand Sauder Village's regional presence.
4. Assist in developing, cultivating, and maintaining strategic partnerships that support Sauder Village's mission, visitation goals, and revenue objectives.
5. Facilitate, from initial planning through post-event evaluation, all partnership events and activities.
6. Track contract terms, deliverables, payment schedules, renewal dates, and partner obligations to ensure compliance and timely execution. Ensure benefits and partnership commitments are fulfilled accurately and on schedule.
7. Work collaboratively across departments to coordinate logistics and communication between external partners and internal departments to ensure exceptional experiences for all partners and external constituents. Departments could include Hospitality, Marketing, Operations, Food Service, Development, and Historic Village staff.
8. Maintain accurate records of partnership activities, contracts, contact information, communications, and performance metrics.
9. Manage multiple partnership projects simultaneously while adjusting priorities to meet organizational needs.

Skills, Requirements, and Conditions. Reasonable accommodation may be made to enable individuals with disabilities to perform the above essential functions.

- Bachelor’s degree in business, marketing, hospitality, communications, public relations, event management, or related field (or equivalent experience).
- Experience in partnership management, account management, business development, event coordination, hospitality, tourism, fundraising, or a related field preferred.
- Ability to work flexible hours, including evenings and weekends, as required for partner meetings and special events.
- Exceptional interpersonal and relationship-building skills with the ability to establish trust among diverse stakeholders.
- Ability to work independently while contributing effectively within a collaborative cross-functional team environment.
- Strong attention to detail and organizational skills with the ability to manage multiple projects and deadlines simultaneously.
- Excellent written and verbal communication skills.

- Experience with Microsoft Office Suite, including Word, Excel, Outlook, and database or customer relationship management (CRM) software preferred.
- Reliable, enthusiastic, professional, and trustworthy with a positive team-oriented attitude.
- Physical requirements include frequent standing, walking, bending, lifting, and working both indoors and outdoors in varying weather conditions.