



**TENNGREEN**  
LAND CONSERVANCY

**JOB TITLE:** Events Coordinator

**REPORTS TO:** Director of Development

**OVERVIEW:** As the Events Coordinator at TennGreen Land Conservancy, you'll help bring people together to support Tennessee's beautiful, natural spaces through engaging and meaningful events. This position offers an opportunity to blend event planning skills, care for attendees and donors, and a passion for conservation. In this role, you'll lead the planning and execution of a variety of events that raise awareness, build relationships, and generate vital support for our mission.

**JOB RESPONSIBILITIES:**

- Manage all aspects of events for fundraising, donor stewardship, and membership programs, including planning, promotion, supplies, record-keeping, and follow-up
  - Develop and manage event budgets, including expenditures, tracking, and forecasting
  - Negotiate and execute vendor contracts, ensuring alignment with budgetary and programmatic goals
  - Supervise event volunteers, including orientation, guidance, and feedback
  - Craft and record event planning processes, including checklists, backdating, and approval workflows
  - Manage TennGreen's internal events calendar and inventory of event supplies
- Tailor each event to the audience across multiple settings
  - Member events: hikes and paddles outdoors, happy hours, and informational events year-round
  - Major donor events: private events to celebrate and foster connections with passionate supporters
  - Third-party events: TennGreen is the benefiting nonprofit partner for multiple events each year

- Conservation celebration events: on-site events at protected lands across Tennessee
- Plan and represent TennGreen at tabling opportunities
- Assist the Director of Development with Hike-a-Thon, TennGreen's largest annual fundraising event, including pre-event prize donations, registration and t-shirt shipping, outdoor adventures in April, and prize delivery and follow-up in May
- Coordinate with TennGreen staff across departments for communications and promotion of events, staff attendance and preparation, and follow-up with event attendees
- Conduct post-event assessments, including metrics analysis, budget review, and recommendations for future improvements
- Other duties as assigned

### **REQUIRED EXPERIENCE & SKILLS:**

- Prior experience with event planning, fundraising, or donor relations
- Prior work, internship, or volunteer experience with a nonprofit, mission-driven organization
- Bachelor's Degree or comparable professional experience
- Strong interpersonal skills and the ability to interact professionally with donors, sponsors, vendors, and other external and internal partners
- Strong verbal and written communication skills
- Excellent customer service
- Highly organized to manage multiple tasks and priorities simultaneously
- Exemplary attention to detail
- Effective time management skills

**WORKING HOURS & LOCATION:** This position will be based at TennGreen's office at 1213 16<sup>th</sup> Avenue South, Nashville, TN 37212. TennGreen's regular office hours are 8:30 am – 4:30 pm. This position includes evening and weekend work for events and travel throughout Tennessee, including some overnights.

**SALARY & BENEFITS:** The Events Coordinator is a full-time, salaried, exempt position. The starting salary range is \$48,000 - \$55,000 with potential for annual increases. TennGreen offers a benefits package that includes optional health, dental, and vision insurance, as well as a retirement savings plan with employer matching after one year. For a full list of benefits, visit TennGreen's careers page at: [tenngreen.org/about-us/careers](https://tenngreen.org/about-us/careers).

**ABOUT TENNGREEN LAND CONSERVANCY:** TennGreen Land Conservancy is a 501(c)(3) environmental nonprofit and the oldest accredited statewide land conservancy in Tennessee. TennGreen's mission is to conserve land where people and nature can thrive. Through sound science and partnerships, TennGreen identifies and conserves land across Tennessee for wildlife corridors, critical habitat, and public benefit. TennGreen protects, cares for, and connects people with Tennessee's natural world by providing meaningful outdoor experiences, establishing conservation easements, supporting restoration efforts, and acquiring (or assisting in the acquisition of) privately held land. Learn more at [tenngreen.org](https://tenngreen.org).

**HOW TO APPLY:** Send a cover letter and resume to [jobs@tenngreen.org](mailto:jobs@tenngreen.org). Applications received by August 4, 2025 will be considered first. Include Events Coordinator in the subject line. We kindly ask that you do not call or visit the office regarding this position.