

Event and Property Manager
Draft Revised 6/6/25

Event and Property Manager

Organization: Ely Area Community Foundation (EACF)

Location: Ely, Minnesota

Reports To: EACF Executive Committee

Job Overview:

The Ely Area Community Foundation (EACF) is seeking a proactive and community-focused **Event and Property Manager** to oversee the daily operations of The Hub and support the Foundation's activities. This individual will manage property maintenance, coordinate events, support tenants, and provide administrative and financial assistance to the EACF Board and Executive Committee.

Key Responsibilities:

Property & Facilities Management:

- Oversee daily operations of The Hub, including facility inspections, tenant relations, mail distribution, and key fob management.
- Ensure timely completion of facility tasks such as snow removal, lawn care, and building systems checks (lighting, fire alarms, etc.).
- Ensure that all minor repairs are completed in a timely manner and coordinate contracted assistance for major building issues.

Event Coordination:

- Manage the Community Commons calendar, scheduling events, ensuring readiness, and overseeing clean-up and closeout procedures.
- Be present at event start-ups and conclusion to ensure smooth operation and equipment storage.
- Work in the local and regional community to market the availability of the Community Commons.

Administrative Duties:

- Maintain the comprehensive calendar of EACF activities, including tenant and community events.
- Support Board and committee communications, including scheduling and document management.
- Attend all Board and Executive Committee meetings, assisting the Secretary in capturing decisions and action items.

Marketing & Outreach:

- Implement marketing strategies developed by the Marketing Committee.

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- Manage EACF's social media presence (Facebook, Instagram, etc.) and maintain the email subscription list and website.
- Represent EACF at community and governmental meetings to promote community engagement and events.
- Develop strategies for enhancing our regional presence to ensure that we fulfill our regional mission.

Financial & Grant Management:

- Provide bookkeeping services using QuickBooks.
- Support annual budget development and deliver financial reports to the Treasurer and Finance Committee.
- Manage grant reporting and documentation, and coordinate all necessary financial information with auditors and accountants.

Qualifications:

- Strong organizational and interpersonal skills.
 - Experience in facility or event management preferred.
 - Proficient with QuickBooks, Google Drive, Microsoft Word and Excel, and social media platforms.
 - Ability to manage multiple tasks and communicate effectively with a variety of stakeholders.
 - Commitment to community engagement and the mission of EACF.
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