

SWMHP MANKATO GC HILL, LLC

Job Title: **Event and Operations Manager**
Supervisor: Director of Good Counsel Campus/Director of Real Estate and
Community Initiatives
Classification: Exempt
Proposed Approval Date: March 2026
Date of Last Update: March 2026

Job Summary:

The **Events & Operations Coordinator** is a full-time role which blends event planning, marketing and communications strategy and execution, operational supervision, and tenant relations.

The ideal candidate is an experienced professional who brings creativity, exceptional communication skills, strong attention to detail, and the ability to manage complex logistics while maintaining excellent client and tenant relationships. Evening and weekend on-site event facilitation is required based on the event schedule, with a flexible weekly schedule to meet business needs.

This role is responsible for planning, coordinating, marketing, and executing events at a historic multi-use facility that includes community gathering spaces, meeting rooms, commercial leases, and a signature chapel ideal for weddings, performances, conferences, and religious events. This facility was once the home to the School Sisters of Notre Dame and is being transformed into a multipurpose facility to encompass event venue, a variety of housing solutions, and space for non-profit commercial tenants.

Education and Experience:

- Highschool diploma or GED is required, Associates or Bachelor's degree in a related field is preferred.
- Proven experience in event planning, venue management, marketing, communications, or a related field.

Required Skills/Abilities:

- Outstanding written and verbal communication skills.
- Creative thinker with an eye for design, branding, and event aesthetics.
- Strong organizational abilities with meticulous attention to detail and time management.
- Confident problem solver with the ability to prioritize, multitask, and adapt quickly.

- Experience supervising staff, contractors, or volunteers.
 - Experience working with budgets and expenditures.
 - Ability to work evenings and weekends to meet business needs.
 - Ability to walk, carry, lift, bend, twist, and perform physical tasks related to event setup and operations.
 - Experience working with Microsoft Office including Outlook, Word and Excel.
 - Experience with marketing/design platforms (e.g., Canva, Adobe Creative Suite), social media, website management or event/CRM software is a plus.
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Key Responsibilities:

Event Planning & Execution

- Serve as the primary point of contact for all event clients from inquiry through event completion.
- Lead all aspects of event design and planning, including timelines, floor plans, vendor coordination, and run-of-show details.
- Deliver creative, innovative event solutions aligned with client needs and the historic character of the venue.
- Curate organization-led events to create opportunities for community fun, connection and positivity, while maximizing space use.
- Oversee on-site event execution, ensuring seamless collaboration between staff, vendors, and clients.
- Adapt calmly to last-minute changes and unexpected challenges during event setups and live execution.
- Facilitate multiple events simultaneously, as required.

Marketing & Communications

- Develop and implement marketing strategies to promote the property, its event spaces, programs, and community offerings.
- Create and manage digital and print content (social media, email campaigns, website updates, brochures, signage, etc.). This role will work independently, while also collaborating with parent organization staff performing similar tasks.
- Maintain consistent branding while highlighting the unique historic identity of the property.
- Represent property and build partnerships with local and at-a-distance community organizations, arts groups, religious organizations, and local businesses to creatively expand visibility and engagement.

Operational Leadership & Facility Management

- Support day-to-day operational functions of the historic property to ensure smooth building operations and event readiness, in collaboration with Director of Operations.
- Serve as an alternate point of contact for commercial tenants, facilitating or addressing operational needs, coordinating access, and assisting with lease-related communications.

- Supervise and direct support staff—including part-time or temporary event support personnel.
- Lead back-of-house communication and event staffing assignments, ensuring all team members and departments understand responsibilities and expectations.
- Collaborate closely with maintenance and facility operations teams to ensure the buildings and event spaces are well maintained, safe, and prepared for use.
- Maintain and improve operational procedures for scheduling, tenant relations, event logistics, safety compliance, and facility usage.
- Work to generate revenue and manage expenditures to meet or exceed budget.

Client & Vendor Relations

- Provide a high level of hospitality, leadership and professionalism while working with a diverse range of clients.
- Collaborate with external vendors, including caterers, photographers, florists, AV technicians and others—to ensure smooth event execution.
- Maintain strong relationships with new and repeat clients, community partners, and others interested in utilizing our spaces.

Work Schedule

- Full-time position with a flexible weekly schedule aligned to business needs.
- Evening and weekend work required depending on event calendar.

Disclaimer and Approval

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position. This position will perform other duties as assigned.

Employee

Employer

Date

Date