



Wildheart

Position: Administrative Executive / Events Director

Reports to: Managing Director

Location: On-site, Harrisburg, PA

Schedule: Full-time, Salaried (Minimum 40 hours/week, with some weekend and evening time required (one Saturday a month and one evening community prayer session a month)).

Salary: \$44,400+ (Based on Experience)

Benefits: Employer-contributed health insurance, 24 days paid time off

Position Summary

The **Administrative Executive / Events Director** is a leadership role responsible for **overseeing administrative systems, event strategy, organizational operations, and external communications** at Wildheart. This position plays a **key role in hiring, grant compliance, financial oversight, and major event planning** while acting as a **liaison for Wildheart's committees and initiatives**. The ideal candidate will provide strategic direction, oversee administrative staff, and ensure the effectiveness of Wildheart's **summer projects, farm-related educational initiatives, and promotional outreach**.

Key Responsibilities

Strategic Administrative Leadership

- **Develop and implement** organizational policies and administrative systems to improve efficiency.
- **Oversee grant compliance**, ensuring financial reporting, donor tracking, and documentation align with regulatory requirements.

- **Manage budgets** for administrative operations and event planning, ensuring alignment with financial policies.
- **Supervise and develop administrative staff**, overseeing task delegation, training, and performance management.
- **Lead process improvement initiatives**, identifying ways to optimize administrative, volunteer, and fundraising systems.

Liaison for Wildheart Committees & Stakeholder Engagement

- Act as a **primary liaison** between Wildheart and **committees, donors, sponsors, and external partners**.
- Facilitate **communication and coordination** among leadership, staff, and committee members.
- Represent Wildheart in **meetings with funders, churches, businesses, and community stakeholders** to foster partnerships.

Hiring & Staff Development

- **Participate in Wildheart's hiring team**, providing insight and recommendations for hiring decisions.
- Assist in **interviewing candidates**, evaluating qualifications, and making hiring recommendations to leadership.
- **Oversee onboarding**, ensuring proper training, documentation, and orientation for new staff.
- Provide **mentorship and professional development** opportunities for administrative and events staff.

Event Strategy & Major Event Coordination

- **Develop and oversee event strategy**, ensuring that all events align with Wildheart's mission and goals.
- **Establish event policies and protocols** to streamline planning, logistics, and execution.
- **Negotiate vendor contracts, sponsorship agreements, and financial commitments** related to events.
- **Delegate operational tasks** (e.g., registration, on-site logistics) to administrative staff and volunteers.
- **Manage event marketing and promotion**, collaborating with the communications team to increase visibility and engagement.
- Serve as the **primary point of contact** for all event communications, coordinating logistics, managing invitations, and providing post-event follow-up.

Love the Hill Project Administrator

- Assist the Love the Hill Director in **overseeing logistics, budgeting, and execution** of Wildheart's Summer Project and Love the Hill Days.
- Serve as the **primary logistics contact** for youth pastors, guiding them through sign-ups, deposits, and team coordination.
- Develop and maintain **detailed project plans**, ensuring tasks, room assignments, and itineraries are up to date.
- Manage the **onboarding process** for summer project staff, including contracts, W-9s, and background clearances.
- Act as the **primary logistics coordinator** for all volunteer groups, ensuring smooth operations.
- Ensure **all data, forms, and metrics** are accurately tracked and compliant with Wildheart's requirements, including grant compliance.

Farm Administration & Educational Experiences

- Support the **Farm Manager** in organizing and implementing **field trips and educational programs**.
- Ensuring education programs are **tracking metrics** needed for grant compliance.
- Manage **consent forms, payment collection, and communication** with schools and community organizations.
- Ensure proper **delegation of tasks** to administrative staff and volunteers supporting farm-related initiatives.

Office Manager Role

- Act as the **office manager**, ensuring smooth administrative operations.
- Ensure **all time cards** are turned in and accurately reported while keeping track of PTO, hour changes, and other employee time-related data.
- Check in on **monthly goals for staff**, ensuring the Wildheart scorecard is filled out and the Airtable database is updated with new meetings and contact information.

Communication & Event Promotion

- **Oversee promotional strategies** for events, ensuring all communications align with Wildheart's branding.
- Work closely with the **social media manager** to ensure timely and effective event promotion.
- Manage external communications, including **email marketing (Mailchimp), newsletters, website and sponsor updates**.

- Ensure all event-related media, such as **photos and videos, are collected and shared** across platforms.
- Review **graphic creation** to ensure alignment with media standards for Wildheart, both visually and in messaging.

Donor Relations & Financial Correspondence

- Oversee the preparation and distribution of annual donor contribution statements, ensuring accuracy and compliance.
 - Manage follow-up communication with donors who contribute in December, providing necessary documentation and expressing appreciation for their support.
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Qualifications & Skills

- **3-5 years of administrative, event planning, or nonprofit leadership experience.**
- Proven ability to **develop policies, oversee compliance, and manage strategic initiatives.**
- Strong **budgeting, financial oversight, and grant compliance** experience.
- Experience in **staff hiring, evaluation, and development.**
- **Excellent problem-solving, organizational, and communication skills.**
- Ability to **analyze data, improve processes, and make independent decisions.**
- Strong background in **event marketing, promotion, and stakeholder engagement.**