



## **PROGRAM MANAGER**

### **NAPA VALLEY GRAPEGROWERS**

The mission of the Napa Valley Grapegrowers is to preserve and promote Napa Valley's world-class vineyards.

### **PROGRAM MANAGER**

The Napa Valley Grapegrowers announces the opening of a full time Program Manager position. The successful candidate will possess exceptional organizational skills and have the professionalism required to make a significant contribution to the Napa County winegrape industry.

### **RESPONSIBILITIES**

#### **1. Seminars & Events**

- Responsible for coordinating seminar and event logistics from start to finish
- Create and manage event timelines and checklists
- Oversee all aspects of event registration
- Manage all event budgets, reporting regularly to NVG Associate Director
- Coordinate all vendor logistics – catering, event rentals, audio visual, set up, breakdown, décor, etc.
- Secure event venues and oversee all rental and contract agreements
- Support sponsorship outreach and details
- Oversee the creation of attendee folders, handouts, and event materials
- Manage event volunteers and ensure staffing needs are met
- Responsible for all event follow up and wrap up
- Coordinate all Member Services Committee meetings and prepare meeting minutes

#### **2. ROOTSTOCK**

- Manage all aspects of planning, logistics and execution for the NVG annual exhibition & symposium including, but not limited to: coordination and logistics for the seminars, tasting/blending sessions, Concept Bar, exhibitors, exhibition design, and outdoor presentation/demonstrations
- Assist the ROOTSTOCK Steering Committee in the development of seminar topics and overall ROOTSTOCK program
- Manage the development of all educational aspects of the events – Concept Bar, Trial Seminars, General Sessions,
- Support sponsorship outreach efforts and coordination of sponsor benefits
- Assist in the creation of the marketing plan for event promotion and work with graphic designer to design all aspects of the event – signs, postcards, event program, marketing materials, etc.
- Coordinate all ROOTSTOCK Steering committee meetings
- Management of the event budget, reporting regularly to NVG Associate Director

- Event logistics: create event timelines and schedules, manage all vendors, coordinate exhibitor load-in, set up and breakdown, point of contact for event venue, etc.
- Oversee all aspects of event registration
- Responsible for all event follow up and wrap up

### **3. Harvest STOMP**

- Provide event planning support to NVG Event Manager and Harvest STOMP Steering Committee
- Assist with sponsorship outreach and support
- Assist with developing sponsor recognition at the event
- Assist with the development of all STOMP auction lots
- Manage auction lot donor communications, acceptance forms and input into Greater Giving
- Manage all auction and sponsor follow up – thank you letters, donor packets, sponsor gifts, donor and winning bidder receipts, etc.
- Assist with general event logistics and execution
- Assist in creating overall event design and decor
- Assist with managing event staff, vendors and volunteers

### **4. Research, Reports and Services**

- Work with the Member Services Committee on the NVG Vineyard Trial Program
- Coordinate the logistics and execution of annual NVG reports including but not limited to the Growing Conditions Report, Wages and Benefits Report, and Vineyard Cost Studies
- Manage as aspects of the Napa Valley Winegrape Market
- Manage the coordination and details of the annual Weather Alert
- Work with Member Services Committee in the creation of additional reports and services to increase the benefits of membership

### **5. Website Management**

- Responsible for creating website pages for NVG events and seminars
- Responsible for day-to-day updates of website
- Responsible for creating all online event registration pages

### **6. Grants**

- Responsible for assisting Associate Director with grant reporting and budgeting
- Responsible for keeping annual grant program folder up-to-date with all relevant reporting information
- Act as co-coordinator for all grant activities

### **7. Administrative**

- Efficiently prepare for and coordinate NVG Member Services Committee meetings and various sub-committee meeting schedules
- Prepare meeting minutes for the NVG Member Services Committee and other steering committee & sub-committee meetings
- Working with the NVG Member Services Committee, develop new programs and initiatives that will further the mission of the NVG in order to enhance the benefits of membership
- Assist NVG Associate Director with the Annual Strategic Sponsorship Program
- Other general administrative duties as they arise

### **8. General support to NVG Associate Director**

## **QUALIFICATIONS**

*Candidates – take the following qualifications into consideration before applying. Cover letters and resumes must demonstrate the presence of the following attributes and skills:*

- Exceptional event planning skills – applications lacking proven experience will not be considered
- Excellent writing and communication skills
- Ability to create, maintain, and report budgets
- Demonstrated success managing and working with a planning team
- Highly motivated work ethic and organizational skills
- Strong interpersonal skills and an outgoing personality
- 2+ years' experience in the wine and/or hospitality industry
- Proficiency in Excel, Word, and database management
- Ability to lift 50 lbs.
- Clean driving record with the California DMV

## **BENEFITS**

The NVG provides a highly competitive employee benefits package and supports a collaborative, productive workplace.

*Candidates should submit a cover letter detailing their understanding of the Napa Valley Grapegrowers and what they can bring to this specific position, along with a resume directly to [napagrowers@gmail.com](mailto:napagrowers@gmail.com). Subject line must read: PROGRAM MANAGER OPPORTUNITY.*