

EVENTS MANAGER - Bay Nature Institute (March 2026)

Bay Nature Institute is a nonprofit, independent media organization devoted to environmental journalism covering the San Francisco Bay Area. We publish the quarterly *Bay Nature* magazine, produce live field visits, and conduct educational seminars that connect the people of the San Francisco Bay Area to our natural world and motivate them to solve problems with nature in mind. With nearly 8,000 active members, Bay Nature is a community of learning and engagement.

The Events Manager is a member of the Editorial Team responsible for leading Bay Nature's growing events program. The position develops engaging virtual and live experiences based on Bay Nature journalism and manages the processes that support a high-quality events calendar. In the near term, the Events Manager will both manage and execute events – including hosting virtual talks and staffing field programs – while building the foundation for future program expansion.

The Events Manager is a full-time (40 hours/week) non-exempt employee and reports to the Editor in Chief. An excellent candidate will possess strong event management experience, exceptional organizational skills, and confidence facilitating public programs.

I. Events Program Management

- Plan and oversee approximately 70+ events per year, including virtual seminars, naturalist-led hikes, ticketed special events, community gatherings, and a large-scale fundraiser.
- Shape event concepts and topics based on Bay Nature journalism and editorial priorities.
- Manage full event lifecycle including scheduling, registration, marketing, ticketing, and participant communications.
- Ensure a consistent, high-quality participant experience across all programs.

II. Event Production and Facilitation

- Moderate Bay Nature Talks via Zoom and staff Bay Nature Hikes throughout the Bay Area.
- Prepare speakers and direct run-of-show planning for virtual and in-person events.
- Coordinate pre-event logistics, including managing registration platforms, confirming meetup sites, preparing materials, and ensuring readiness across virtual and in-person locations.
- Lead on-site and live event execution, overseeing setup and flow, resolving logistical or technical issues in real time, and serving as the primary staff representative.

III. Speaker and Partner Engagement

- Recruit and schedule scientists, journalists, naturalists, and community experts as speakers and hike leaders.
- Administer honoraria payments, complimentary memberships, and related leader benefits.
- Build relationships with nature organizations, research institutions, and community partners.
- Develop sponsored or collaborative programs that expand Bay Nature's reach and impact.

IV. Program Growth and Evaluation

- Monitor participation and registration trends across all programs.
- Advance annual participation goals of approximately 5,000 registrants per year.
- Analyze participant feedback to strengthen program quality and audience experience.
- Partner with the Membership Manager to promote events and grow audiences.
- Maintain program documentation and workflows to support future expansion.

V. General

- Participate in Bay Nature editorial, business, and staff meetings.
- Meet with the Editor in Chief once a week.
- Participate in Bay Nature strategic planning discussions.
- Attend and represent Bay Nature at public programs, conferences, and community events.

This is a hybrid position that requires physical presence in the Bay Area, with two days per week at the Bay Nature office in Berkeley and regular time in the field. The role includes staffing up to 30 weekend events per year; schedules are planned collaboratively to provide flexibility and ensure time shifting around evening and weekend commitments. Because this role regularly staffs off-site events, the employee must have reliable transportation within the Bay Area. The position's salary is \$62,500 annually, paid semi-monthly on a 100% FTE basis. Benefits include paid vacation, sick leave, and holidays, participation in the Bay Nature 403(b) retirement plan, and coverage under Bay Nature health, dental, vision, and life insurance plans.

To apply, please send by April 10:

- Your resume
- A thoughtful cover letter describing:
 - Your interest in Bay Nature Institute
 - Why you are well-suited for this role

to hire@baynature.org. Please put **Events Manager** in the subject line.

No phone calls please. Applications will be reviewed on a rolling basis and the position will remain open until filled.

Bay Nature Institute is an equal opportunity employer.