



Eno River Association Event Manager

Applications will be reviewed as they are received.
Salary: Up to \$60,000 plus benefits

The Eno River Association (ERA) is hiring an **Event Manager** to lead our community engagement events and other event programs related to our new [Strategic Plan](#). ERA seeks candidates who support the mission of our nationally accredited land trust, and who respect and promote our goals of diversity, equity, inclusion, and accessibility. In the past several years the Association has grown in staffing, contributed revenue, programs presented, and acres protected. It's a great time to join the ERA in this full-time role.

The **Event Manager** will organize and oversee the production of our beloved annual two-day [Festival for the Eno](#), as well as our recurring events including our Fall Benefit Concert, Annual Meeting in October, First Day Hike, Volunteer and Donor events, and special one-time events.

Summary of key responsibilities:

Plan & Manage ERA's annual two-day *Festival for the Eno* program, reaching 20,000+ community members (50%) –

- Lead the Association's *Festival for the Eno* program activities in accordance with ERA Strategic Plan goals.
- Coordinate with community partners including Durham Parks & Recreation (DPR) on event logistics, planning, and "day of" site support as needed
- Mobilize and manage a team of seasonal staff, contractors, and volunteers.
- With the support of staff and volunteers, select, schedule, and oversee installation of culture and history components, environmental education opportunities, craft artists, nonprofit vendors, food and drink vendors, and musicians.
- Manage program logistics and site preparations with the support of partners, staff and volunteers.
- Support Festival revenue generation in partnership with the Director of Development & Communications.
- Support Festival marketing and communications in partnership with the Director of Development & Communications.
- Support media requests in coordination with the Director of Development & Communications and Executive Director.
- Build and manage the event budget.
- Create and maintain records, documenting *Festival for the Eno* program processes.
- Serve as the primary staff liaison to the Festival Committee comprised of ERA Board members, staff, and community volunteers.

Plan & Manage ERA's fall benefit concert (40%)

- Coordinate Concert logistics including the date, venue, vendors, performing artists, and any ancillary events.

- Support Concert revenue generation including ticket sales and sponsorship opportunities in partnership with the Director of Development & Communications.
- Support Concert marketing and communications in partnership with the Director of Development & Communications.
- Recruit and Coordinate volunteers as needed to support event logistics.
- Support media requests in coordination with the Director of Development & Communications and Executive Director.
- Build and manage the event budget.

Manage ERA's recurring and one-time events (5%) –

- Support ERA staff, volunteers, and event partners in the design and execution of recurring and one-time events including our Annual Member Meeting, First Day Hike, Volunteer and Donor events, and other special events.
- Manage facilities, volunteers, vendors, staffing, registration, and other logistics as necessary.
- Build and manage the event budgets.

Other Tasks (5%) –

- Attend professional development workshops, Diversity Equity Inclusion & Accessibility trainings, and community meetings.
- Participate in budget planning and tracking, for all areas under purview.
- Partner with other staff in organization-wide communication activities including annual reports, email newsletters, social media, media relations opportunities, press releases, etc.
- Attend bi-weekly staff meetings and weekly supervision; work with the team to set, prioritize, and achieve strategic goals.

The ideal candidate will demonstrate:

- A commitment to viewing all work through an anti-racist and equity lens.
- Passion for the mission of the Eno River Association.
- Extensive work experience in event planning, especially complex multi-day festivals.
- Collaboration through successful engagement with partners, staff, volunteers and community members around special events.
- The ability to be a team player with a sense of humor, and the ability to work well independently.
- Working knowledge of Microsoft Office Suite and Google Suite.

This position is subject to activities beyond the typical indoor professional office setting.

The essential physical requirements of this position include lifting, reaching, grasping, kneeling, climbing, bending, pushing, pulling, and shifting; lifting 50 lbs. and ability to frequently lift, carry, push, pull, or otherwise move objects; ability to traverse over a variety of terrain; ability to safely and correctly use hand tools; license to operate a motor vehicle. Must be comfortable working outdoors, in variable weather conditions, for extended periods.

This is a 40-hour/week position with benefits, flexible hours, and remote/hybrid opportunities. The scope of the job will require more than 40 hours on some weeks and is considered exempt from overtime based on the federal Fair Labor Standards Act.

As our employees are expected to support the programs that the Eno River Association hosts on New Year's Day, flexible holiday dates are offered instead. Salary: Up to \$60,000 plus a benefits package including paid holidays, PTO, health insurance reimbursement, and a 403(b) plan with a 5% employer contribution.

ERA is not just an equal opportunity employer, we are committed to operating as an antiracist and inclusive nonprofit land trust. [Read our full Diversity, Equity, Inclusion & Accessibility Vision Statement on our website.](#)

How to Apply:

Email cover letter and resume to association@enoriver.org by Aug. 21, 2026. Experience organizing large events is required. All applications received by August 21st, 2026 will be reviewed. Ideal start date is Sept. 21, 2026. No calls please.

About the Eno River Association

Eno River Association is an accredited land trust and watershed nonprofit founded in 1966 with a mission to protect the natural, historical, and cultural resources of the Eno River basin in northern Durham and Orange counties. We have protected 8400 acres of natural and working lands and helped create seven local, state, and regional nature parks, including Eno River State Park, Oconeechee Mountain State Natural Area, West Point on the Eno City Park, Penny's Bend Nature Preserve, Little River Regional Park, Panther Branch Natural Area, and Confluence Natural Area. ERA continues to acquire land and secure easements, as well as provide stewardship, education programs, and events like the annual *Festival for the Eno* to inspire others to prioritize our local, natural resources. Learn more at www.enoriver.org.