

Position: Director of Events & Business Operations

Revenue, Relationships, and Results

Organization: [The Spark of Hudson](#); see also the [Spark Building](#)

Location: Hudson, NY

Employment Type: Full-time or part-time, in person

Salary:

\$60,000–\$75,000 annually, commensurate with experience (part-time tbd)

Benefits:

- \$1,200/month Individual Coverage HRA (ICHRA) for health insurance reimbursement
 - Paid time off
 - Annual professional development stipend
 - Access to Spark coworking space and events
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Position Overview

The Spark of Hudson is seeking a **results-driven, community-minded** leader to serve as our **Director of Events & Business Operations**. This role is key to ensuring the long-term financial sustainability of The Spark by driving space rentals, producing high-quality public and private events, and managing day-to-day building operations.

We're looking for someone who thrives in a fast-paced environment, is energized by both people and systems, and knows how to connect a mission to a revenue model. This person will play a central role in activating our space, growing our earned income, and making Spark a welcoming, dynamic hub for Hudson.

This is not a behind-the-scenes role—this is for someone who can own the full customer experience while keeping an eye on the numbers.

Key Responsibilities**1. Space Rentals & Revenue Generation (40%)**

- Lead all aspects of space rentals, including marketing, inquiries, tours, contracts, invoicing, and follow-up

- Cultivate and convert new leads across corporate, nonprofit, community, and private sectors
- Build and maintain long-term relationships with high-value renters and partners
- Set and meet monthly revenue targets for rentals and events
- Maintain accurate data and reporting on space usage and income
- Develop pricing models, marketing strategies, and outreach campaigns to grow earned income

2. Event Production & Logistics (30%)

- Plan and execute mission-aligned events that generate revenue and build community
- Produce private events, Spark-led programs, and collaborative offerings with partners
- Coordinate all event logistics: setup, vendor communication, AV, supplies, staffing, signage, and breakdown
- Develop checklists, run-of-show documents, and standard operating procedures for repeatable success
- Ensure a consistently high-quality experience for all guests and renters

3. Business & Building Operations (20%)

- Oversee daily operations of The Spark building, ensuring the space is clean, safe, and functional
- Manage vendor relationships for cleaning, maintenance, signage, supplies, tech, and furnishings
- Maintain the building calendar, ensuring clarity, consistency, and conflict-free scheduling
- Work with ED and fiscal sponsor to ensure timely invoicing and contract compliance
- Track and manage operational costs related to rentals and events

4. Relationship Management & Culture (10%)

- Foster strong relationships with co-working members, facilitators, event partners, and guests
 - Represent The Spark with professionalism and warmth, both in person and online
 - Support the ED in curating a values-aligned calendar of events and community engagement opportunities
 - Maintain a balance of hospitality and accountability in all building usage
 - Contribute to a culture of excellence, experimentation, and financial stewardship
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What We're Looking For

- 3+ years of experience in event production, venue operations, hospitality, business development, or nonprofit earned income
 - Demonstrated ability to drive revenue and meet financial targets
 - Exceptional organizational, communication, and problem-solving skills
 - Comfort managing contracts, schedules, vendors, and budgets
 - Strong customer service orientation and ability to work across sectors and communities
 - Mission-driven but business-minded—someone who sees earned revenue as a tool for sustainability and impact
 - Familiarity with Hudson or a similar small city is a plus
 - Proficiency with Google Workspace, Squarespace, Canva, and basic CRM or event tools preferred
 - Willingness to work some evenings/weekends as required
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About The Spark of Hudson

The Spark is a civic hub and community learning space located in a renovated school building in Hudson, NY. We bring people together to learn, connect, and create a better future. Through

coworking, events, programs, mutual aid, and youth initiatives, we activate our space in service of local resilience and democratic engagement.

To Apply

Please [complete the online application](#). If you have any questions, contact us at jobs@sparkofhudson.org