



Special Event Manager/Fundraiser

Overview

The Children's Museum of Memphis (CMOM) seeks an experienced event planner with strong creative, business, organizational, and relational skills. The ideal candidate will come with a proven track record of designing and implementing successful special events including, but not limited to, fundraising galas.

As an important contributing member of CMOM's management team, the Special Event Manager will work closely with all departments to create strategic events intended to boost museum attendance, membership purchases, and create a series of after-hours events for the purpose of fund-raising.

This is offered as a full-time position eligible for company benefits including health insurance, paid vacation, and participation in a retirement plan. Starting salary will be commensurate with experience, with a range of \$52,000-55,000.

Duties & Responsibilities

- Develop and execute an annual series of fundraising events, with measurable goals for donor activation and engagement, and to meet agreed upon revenue goals. Manage both revenue goals and department budget as part of this plan.
- Build and manage prospect lists for event sponsorship.
- Maintain relationships with existing corporate partners and private donors while securing new philanthropic partners.
- Oversee all aspects of the museum's annual fundraiser, Cirque du CMOM, particularly volunteer, sponsorship, and vendor management. Ensure benefit fulfillment and identify opportunities for over-delivery.
- Identify and facilitate opportunities for additional donor engagement with the museum, including but not limited to donor stewardship events, recognition opportunities, and museum tours. Maintain and expand upon current donor communications and engagement efforts, leveraging the CEO and CFO when necessary.

- Positively represent CMOM in the community and seek opportunities to advocate for CMOM's mission among a diverse group of community partners.
- Position requires occasional work outside of standard work hours for museum events, community events, donor meetings, etc.

Qualifications

- Bachelor's degree preferred.
- Minimum 3 to 5 years of experience working in events and/or fundraising with progressive growth and responsibilities and demonstrable success.
- Understanding of or willingness to learn museum management, finances, and ethics.
- Stellar relational skills including demonstrable professionalism, flexibility, diplomacy, affability, commitment to excellence and follow-through.
- An energetic self-starter who enjoys both creating and executing a plan showing initiative, good judgement, and strong problem-solving skills.
- Solid critical thinking and analytical skills and the ability to bring experience and skills to bear to make wise decisions.
- Excellent oral and written communications skills, able to influence others to understand and support the mission.
- Demonstrated ability to adhere to strict standards of confidentiality, discretion and ethics.
- Proficient in office software such as Microsoft Office, Word, and Excel.

Intellectual/Social, Physical Demands and Work Environment:

The intellectual/social, physical demands, and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Intellectual/Social demands:

While performing the essential functions of this job, the employee is asked to multi-task under time limits. Position requires close attention to precise details and accuracy of specified standards including: following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. This position also requires constant use of interpersonal skills including: ability to direct/motivate/inform staff and foster collaboration, being able to recognize and resolve conflicts, being able to openly communicate in writing and verbally.

Physical demands:

While performing the essential functions of this job, the employee will frequently operate a computer, other office devices such as calculators, telephones, copy machines, and printers; occasionally move about inside the facility to access storage areas, cabinets, and office machinery; occasionally move about the campus to engage with clients and staff; constantly communicates via telephone, email and in-person with others to exchange accurate information. Employee may be required to lift and/or move up to 25 pounds. Employee duties may require kneeling, crouching, and standing for extended periods of time.

Work environment:

The duties of this position are performed indoors. The noise level in the work environments is usually quiet to moderate.

**THE CHILDREN'S MUSEUM OF MEMPHIS IS AN EQUAL OPPORTUNITY
EMPLOYMENT EMPLOYER.**