



Madison Children's Museum JOB DESCRIPTION

Position Title: Development Special Events Manager	Division/Departments: Development
Supervisor: Associate Development Director	FLSA Status: Up to 35 hours/week
Pay Grade: \$17-19/hour	Date Updated: 1/2/2020

Madison Children's Museum (MCM) events reflect the spirit of our mission- to connect children with their families, their communities, and the world beyond through discovery learning and creative play. Our events inspire community members to support the critical work of Madison Children's Museum.

SUMMARY OF JOB SCOPE & RESPONSIBILITIES

The Development Special Events Manager reports directly to the Associate Development Director and plans and manages development events such as galas, family-oriented events, cocktail receptions, donor cultivation events, or other similar fundraising events. The Development Special Events Manager is responsible for ensuring that sponsor benefits are fulfilled and managing event committees comprised of community volunteers.

The Development Special Events Manager primarily focuses on coordinating and executing events, fulfilling and tracking sponsor benefits, managing event committee members and volunteers, overseeing event communications, tracking event data and interactions, and securing in-kind contributions. This position requires the ability to develop and maintain project timelines, provide clear direction to others, and maintain exceptional organizational skills.

PRIMARY RESPONSIBILITIES

- Collaborate with MCM's development team to achieve fundraising and/or attendance goals for special events, including but not limited to galas, family-oriented events, cocktail receptions, donor cultivation events, or other special events.
- Keep event expenses within pre-approved budgets to achieve maximum net income.
- Coordinate logistics with event vendors including caterer, AV and lighting, transportation, and consultants.
- Create and distribute requests for proposals, review vendor proposals, negotiate agreements, coordinate payments, and provide on-site management of vendors at events.
- Ensure smooth day-of-event production to provide an excellent guest experience, including registration, volunteer training, and staging.
- Calendar all events and secure venues, catering, permitting, ticketing, and décor for each event.
- Collaborate across museum departments to ensure appropriate staffing levels for all events.
- Coordinate with the Marketing department to produce all event collateral, including webpages, email and print invitations, programs, and signage.
- Develop systems to ensure that stated benefits are provided to event and program sponsors. Use tracking systems to provide analysis and reporting on benefit fulfillment.

- Track and document all event revenue, sponsor communication, and event attendees in donor database.
- Serve as the liaison to all event committees, including working closely with committee chairs to set the direction of special events.
- Coordinate with committees on ongoing recruitment of committee members. Provide orientation for new committee members.
- Organize all event committee meetings, including kick-off meetings, planning meetings, and debriefing meetings by preparing agendas with event timelines and updates.
- Support committee members as they solicit event sponsors with prospect lists, sponsorship and event information, and updates on progress to budget goals.
- Direct committee members as they secure in-kind donations for silent and live auctions.
- Recruit, train, and manage interns to support event planning and sponsor benefit fulfillment.
- Implements special projects and other duties as needed.

EDUCATION & EXPERIENCE:

- Results-oriented professional with a minimum of three years of successful experience in event and volunteer management required. Nonprofit development event experience preferred.
- Bachelor's degree preferred; equivalent combination of education and experience considered.

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES

- Motivated by the museum's mission, enjoys implementing fundraising strategies for events, and meets and exceeds revenue goals.
- Ability to juggle multiple projects and priorities, meet deadlines, and maintain calm under pressure.
- Detail oriented and highly organized with a focus on the big picture.
- Creative and independent problem-solver that works well with limited supervision.
- Excellent communication, proofreading, and interpersonal skills
- Solid analytical skills and a proactive, solution-oriented mindset.
- Successful experience recruiting and delegating responsibility to volunteers.
- Creative and adaptable to a changing environment.
- Ability to connect with and articulate MCM's mission to constituents from diverse backgrounds.
- Proficient in Microsoft Office applications, including Word and Excel.
- Experience with Altru, or other donor database, and project management software, a plus.
- Evening and weekend work required.
- Some work may be performed outside in varying climate conditions.
- Valid Driver's License required.

PHYSICAL DEMANDS & WORK ENVIRONMENT

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level. Involves frequent repetitive motion (including typing, filing, etc.). The noise level in the work environment is usually quiet to moderate.

REASONS TO JOIN OUR TEAM

- Flexible scheduling.
- Collaborative, creative team driven by the museum's mission.
- Downtown Madison location on the Capitol Square accessible by bike and public transportation.

- Free 6-person MCM membership, including reciprocity at children’s museums and sciences centers across the country.
- Opportunity to participate in benefits, including health insurance, 401(k) plan and more.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel.

Madison Children’s Museum is an Equal Opportunity Employer and fully subscribes to the principles of equal employment opportunity. It is the policy of this company to provide employment compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, gender, veteran status, disability, and any other basis prohibited by federal or state law. As an Equal Opportunity Employer, this company intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law.

HOW TO APPLY

Applications will be accepted and reviewed until the position is filled.

For best consideration, please submit applications by **January 26, 2020** to Anna Strand at mcmjobs@madisonchildrensmuseum.org. Applications should include:

- A detailed resume.
- A cover letter explaining how your experience relates to this position. (**Note:** This is an important component of your application. Please carefully detail your experience as it compares to this position.)
- Names and current emails and phone numbers for three references.