



## JOB ANNOUNCEMENT

<b>Title:</b>	Development Events Manager
<b>Department:</b>	Development
<b>Reports to:</b>	Director of Development/Senior Development Officer, Sponsorships and Events
<b>No. of Direct Reports:</b>	None

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### POSITION SUMMARY:

The National Museum of Women in the Arts seeks a Development Events Manager to join its team during an exciting time of transition. The Development Events Manager will execute high-quality fundraising events in support of the Museum's mission and strategic goals. This includes responsibility for the planning, coordination, and execution of the museum's signature development events, including the annual gala, exhibition openings, donor stewardship events, and high-level cultivation dinners. The Development Events Manager is responsible for working with the development department and volunteer event committees to establish and meet event fundraising goals.

The successful candidate will be an enthusiastic, organized, diplomatic team player with experience managing budgets and timelines, negotiating contracts, meeting deadlines, and managing vendors. The activities of this role support a broad range of organizational goals by aligning event strategy with the organization's strategic plan and growth initiatives.

### RESPONSIBILITIES:

- Collaborate with development colleagues and other departments to help develop content-rich development events
- Build and maintain internal development events calendar for cultivation/stewardship programs for supporters
- Prepare or produce event budgets, pricing information, timelines, invitations, list generation, mailings, and production schedules and maintain all deadlines to ensure smooth execution of events
- Work with development colleagues to establish event planning and post-event evaluation protocols and develop manuals for training purposes
- Serve as main internal point of contact for professional event planning company
- Create copy and coordinate printing and delivery for event invitations, programs, and all other printed materials with event company
- Generate proofs for internal circulation and approval by leadership staff and co-chairs
- Liaise with event planning company as they request and negotiate décor, entertainment, catering, valet, A/V, design, event favors, and printing proposals; submit proposals for approval and consideration; arrange and conduct planning meetings with all vendors

- Complete event wrap-up for all fundraising events
- Work closely with the communications/marketing department and event planning company to secure press coverage for events
- Work with museum security and maintenance staff in preparation for events
- Manage all solicitation mailings
- Ensure each sponsor is correctly recognized in all appropriate museum donor listings and on all materials produced in conjunction with sponsored programs
- Assist with developing strategy, financial targets, and sponsorships for fundraising events
- Assist in coordination with other departments to help achieve goals, facilitate operations, and maximize benefits of all fundraising events
- Liaise with and advise gala co-chairs on all activities and requests
- Communicate with development team on strategies for further engagement of event donors and prospects
- Regularly communicate with development colleagues to coordinate gala solicitations within context of whole program
- Manage an annual expense budget while looking for opportunities to reduce expenses and maximize revenue as appropriate
- Work with other development colleagues to prepare Trustees, Director, and key staff to effectively work the event and communicate the museum's message through talking points, preparation of annotated guest lists, assignments of trustees and staff to accomplish specific development goals during each event
- Create weekly event updates and reports for leadership staff and co-chairs
- Utilizing the Tessitura database, maintain accurate and complete records of contacts and communications and analyzes donor and prospect data to identify and qualify targets for participation and financial support
- Generate invoices, ensure payments are received, and draft and send acknowledgement letters
- Ability to work onsite and maintain flexible hours, including evenings and some weekends
- Ability to lift at least 20 lbs.

**QUALIFICATIONS:**

- 4-5 years of Special Event and/or event production experience required, with a focus on the arts preferred
- Strong analytical and interpersonal skills, as well as consensus-building skills for working with volunteer committees
- Excellent written communication skills with a keen sense of attention to detail
- Proficiency in donor management software
- Excellent verbal communications with an emphasis on persuasion and generating action
- Demonstrated time management and organizational skills including ability to multi-task
- Ability to work effectively under pressure and confidently convey information to major internal and external players
- Must understand and respect the confidential nature of development work
- Flexibility and the ability to adapt to changing priorities and use independent judgement under pressure
- Advanced computer skills in Microsoft Office programs (Word, Excel, Outlook, PowerPoint)
- Ability to work evening and weekends
- Knowledge of Tessitura or similar CRM and ability to learn to work in new systems

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

**SALARY:**

The minimum salary for this position is \$70,000 annually commensurate with experience and includes a benefits package.

Please submit applications by emailing cover letter and resume to [HR@nmwa.org](mailto:HR@nmwa.org). The National Museum of Women in the Arts is an equal opportunity employer. To request reasonable accommodations in the application or hiring process, please notify NMWA's Human Resources department at [HR@nmwa.org](mailto:HR@nmwa.org).

To comply with tax and legal obligations, all candidates must reside in Maryland, DC, or Virginia. While there may be flexibility for remote/hybrid work environments, candidates must be residents of MD, DC, or VA or relocate prior to the start of employment at NMWA. Candidates must be legally eligible to work in the U.S. for NMWA, without visa sponsorship by NMWA.

The National Museum of Women in the Arts (NMWA) is the first major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.