

Plimoth Plantation Job Description

Title: Manager of Development Events
Department: Development
Reports to: Director of Development
FLSA status: Exempt
Key Relationships: Public Relations Manager; Development and Membership Associate; Marketing and Communications Director; Development Assistant

PRIMARY RESPONSIBILITIES

Under the direction of the Director of Development, responds to specific division objectives by contributing to the strategic and tactical development of all events and special programs for the Museum that connect supporters with each other and Plimoth Plantation in support of the priorities of the Development Office and current Capital Campaign.

These duties include:

- Maintains a commitment to the Plimoth Plantation advancement mission, its set of related operating principles and objectives.
- In collaboration with the DOD, ED, Development Committee and colleagues, plans and manages high-profile events that accomplish specific development objectives while maintaining high levels of attention to detail, accuracy, sensitivity, and a continuous focus on the purpose of those activities.
- Independently maintains responsibility for the execution of specific donor-focused events, and other events as determined by senior staff, continually providing the Director updates on the status of events and any potential issues.
- Organizes event logistics such as venue arrangements, catering, communications collateral, program speaker's needs, and AV.
- Promotes and communicates public and private events through available email marketing tools: creates copy, formats and oversees design of all materials with internal or external vendors. Pulls and verifies email lists from RE database, and distributes electronically as needed.
- Manages post event data entry in database to accurately reflect attendance and donor notes.
- Participates in daily event operations while working autonomously and as part of multiple teams.
- Effectively and efficiently uses excel and various database and task management programs in daily operations to perform individual tasks, track and assess Development work, and streamline operations whenever possible.
- Supports effective working relationships, systems, and processes in support of the department and individual activities and responsibilities.

- Records and tracks invitation, event participation and demographic information to generate reports that will contain metrics to be used in invitation list analysis and in analyzing the success and effectiveness of specific programs and special events.
- Responds efficiently to requests from other offices and donors for information.
- Communicates with a range of departments at Plimoth Plantation to understand and to help meet Development objectives through Development Events programming.
- Travels to perform site visits, to meet with vendors, trustees, volunteers and donors, to staff and to executed development events and activities. Provide volunteer event committee leadership as needed.
- Available weekends and evenings for event travel and oversight.
- Manages all aspects of on-site event flow while professionally representing the Museum to trustees, volunteers, prospects, and donors.
- As appropriate, works directly with event hosts, event participants and other donors.
- Tracks and manages event related costs by maintaining event budgets.
- Creates and sends post event surveys as needed.
- Completes event summarizations for DoD to present at Board Meetings.
- Participates in other Development and event meetings as necessary.

This description is not intended to be a complete list of all responsibilities, duties, skills, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of key responsibilities of the job as it is at present, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This job description may be reviewed by management at any time either to ensure that it relates to the job currently being performed, or to incorporate changes. Management reserves the right to change a job description; and if/when doing so will discuss with the employees concerned so that any changes are understood by employees.

EXPERIENCE, SKILLS AND QUALIFICATIONS

Ability to prioritize and manage details on multiple events concurrently.
 Demonstrated creative planning, organizational and problem solving skills.
 Demonstrated mastery of logistical event management.
 Strong communication and interpersonal skills.
 Ability to be perceptive and responsive to direction set forth from Advancement leadership.
 Strong computer skills and demonstrated experience with relational databases (RE).
 Strong commitment to a diverse working environment and to serving the needs of a large and diverse community
 3-5 years of relevant experience in event management or the equivalent.
 Experience in non-profit fundraising and volunteer management.
 Demonstrated successful work experience in a large and/or complex environment where collaboration with multiple stakeholders and flexibility were essential.

This position is currently full time (35 hours per week) Monday through Friday. Must be able to work evenings occasionally, holidays or a weekend day for special events. Must be willing