

CHILDREN'S MUSEUM HOUSTON

Job Description Form

Position: Fundraising Events Manager

Reports to: Director of Development

Status: Full Time Employee

Salary Range: \$50,000-\$60,000, commensurate with experience

SUMMARY OF POSITION

The Fundraising Events plays a key role in developing and implementing the Museum's aggressive annual fundraising campaign. Has specific responsibilities with regard to and oversight of fundraising events providing crucial contributed income toward CMH's annual operating budget.

MAJOR DUTIES AND RESPONSIBILITIES

1. Plan and implement four major fundraising events and additional smaller events according to the annual fundraising plan of the Museum. Research the feasibility of other events, as plan requires. Major special events include a gala with silent auction in the fall of the year, the Museum's annual Friends and Families Luncheon in the spring and the Randy Allen Spring Golf Classic. Plan and implement two major fundraising events for the Fort Bend Children's Discover Center including a spring brunch and sporting clays tournament. Plan and implement donor appreciation events including the Annual Family Holiday Party. As a group, these events raise approximately \$1.2 million to support the Museum's programs
2. Create and manage the timeline, program and task list for all fundraising events
3. Manage event budget, vendor procurement and contract negotiation, when applicable
4. Compose all written materials (scripts, proposals, acknowledgments, newsletter entries, etc) related to events
5. Manage on-site production and clean up for events
6. Create event sponsorship packages and lead the solicitation and securing of sponsorships
7. Organize and manage the invitation, registration and attendee check-in processes
8. Manage event finances including check requests, invoicing and reporting
9. Maintain a complete file of event donors, prospect and invitation lists, and printed and promotional pieces
10. Manage database entry and acknowledgement of contributions
11. Prepare event reports
12. Recommend committee members to serve as volunteer leadership and work with volunteers to ensure smooth running of events and fundraising success
13. Serve as primary liaison with event leadership
14. Provide information on special events to the Director of Public Relations for the promotion of events
15. Assist the Director of Development in preparation of department's annual budget and periodic budget reforecasts as well as additional materials needed for Board and Development Committee meetings throughout the year
16. Assist the Executive Director and Director of Development with other special projects as necessary.

Please note that duties in addition to the ones you have listed above may be assigned.
The following are **Essential Functions** of the job & may not be altered without changing the basic purpose and objectives of the position:

QUALIFICATIONS REQUIRED

- Bachelor's degree preferred (Work experience may be substituted for education)
- 2+ years prior experience coordinating large non-profit fundraising events
- Proven track record of generating revenue from events
- Experience in managing volunteers
- Excellent communication skills (both verbal and written)
- Superior time management skills, multi-tasking abilities, team playing skills
- Budget management and negotiation skills
- Ability to accomplish projects independently, as an effective team member, and with all levels of the organization
- Excellent interpersonal skills with a high level of professionalism
- Fantastic customer service ethic and high expectations for quality
- Attention to detail and commitment to excellence
- Proficiency with Microsoft Office (Word, Power Point, Excel, Outlook)
- Willingness to work irregular hours, such as evenings and weekends

Click here to apply: <https://www.cmhouston.org/careers-and-internships>