

Honolulu Museum of Art

JOB DESCRIPTION

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| Job Title: | Events Manager |
| Department: | Development |
| Supervisor: | Director of Advancement |
| Employment Status: | Full-time |
| FLSA Status: | Exempt |
| Work Hours: | Monday-Friday 8:00am – 5:00pm Some evenings and weekends |
| Issue/Reissue Date | 04/22/19 |

Job Summary:

Under the supervision of the Director of Advancement, the Events Manager manages fundraising events, donor cultivation events, donor appreciation events, membership receptions, membership engagement events, facility rentals, Doris Duke Theatre openings and other events and programs as assigned. This position will require management of the event from concept to completion, team members of varying levels of experience, vendor partnerships, client budgets, and timelines. The Event Manager will be expected to consult with and partner with clients and internal team members to conceptualize, develop and market fundraising events, taking into consideration budget, goals, themes, audiences, and client culture.

Minimum Qualifications:

- College degree with 2 years in event management or equivalent combination of experience and knowledge.
- Rigorous attention to detail, excellent organizational abilities and ability to manage multiple deadlines. Able to work with time pressures and demands of diverse groups of people.
- Experience in hosting an event with over 200 guests.
- Works in a fiscally responsible manner with museum property and budgets. Handles money and sales accurately, prepares financial reports.
- Experience with CRM database like Tessitura, Raiser's Edge. Ability to do data entry, run reports and present data as required.
- Proactive and creative problem solver and decision maker. Able to mediate between diverse groups of people. Able to embrace new ideas while keeping an eye on museum policies and budget.
- Excellent interpersonal, written and verbal skills. Ability to be inclusive and make volunteers and visitors feel that they are important and welcome at the museum.
- Performs and completes all duties and responsibilities in a courteous and timely manner.
- Respectful of the needs of the museum, the different departments, volunteer groups, members, visitors, community groups and other constituencies.
- Excellent computer skills, including the Microsoft Office Suite.
- Ability to handle sensitive information confidentially.

Desired Qualifications:

- 2+ year's professional event planning experience in a non-profit organization.
- 2+ years' experience interfacing positively with high-level donors, sponsors, partners and stakeholders in various project roles.
- Experience with fundraising.
- Working knowledge of Tessitura or other Customer Relations Management (CRM) software.
- Experience working with volunteers in a high volume setting.
- Understanding of Honolulu Museum of Art's established identity and dedication to maintaining it.

Essential Duties:

- Manages all logistics for fundraising events, donor cultivation events, donor appreciation events, membership receptions, membership engagement events, facility rentals and other events and programs as assigned.
- Develop and manage program budgets, reconciliation, and fundraising event income and expenses.

- Works closely with Director of Advancement and museum senior management to plan high-impact events designed to strategically and creatively cultivate and steward museum donors and supporters.
- Responsible for key areas of major museum fundraising events including operational logistics, facility, technical and security requirements, vendor research and management, ticket website development, guest database, registration, and sponsor deliverables.
- Responsible for developing and executing an annual calendar of membership receptions and donor appreciation events.
- Manages annual budget and tracks expenses for cultivation, donor appreciation and fundraising events.
- Prepares timelines for cultivation and membership events and tracks all deliverables including printing and mailing invitations, other creative materials, event schedules, and follow-up materials.
- Schedule briefing and de-briefing meetings with senior management for events as assigned.
- Interfaces with museum trustees, event leadership committees and high-level donors and supporters.
- Manages the Tessitura database for events including training, RSVP and attendance tracking, donor/member event attendance and engagement, and ticketing website and sales.
- Works with internal departments including Operations, Security, Installations, Café, Communications and Curatorial on event requirements and facility maintenance guidelines.
- Coordinates all vendors and contractors hired for events. Negotiates competitive fees, draft contracts, process payments, and ensure vendors meet deliverables in compliance with museum standards and guidelines.
- Maintains vendor list for department and makes recommendations for new vendors and entertainers for events.
- Works closely with Development team to manage all sponsor and donor deliverables as it pertains to events.
- Works closely with Volunteer Services to recruit and train volunteers for events as needed.
- Other duties as assigned.

Traits and characteristics:

- Ability to manage the duties of this position without close supervision. Be self-motivated and highly organized to initiate and to complete projects in a timely manner. Works alone, and as a team member, with Development staff and Museum staff to ensure maximum quality operations.
- Exhibits a polished presence, diplomacy, discretion, and a deep respect and understanding of the local community served by the Museum and of the Museum's vision, mission, and values.
- Ability to interface positively with high-level donors, sponsors and stakeholders.
- Possesses good judgment and is able to handle confidential information with discretion.
- Able to think independently while keeping the best interests of the Museum in mind.
- Responds calmly when problems occur and creatively seeks solutions so that events can continue seamlessly.
- Ability to work collaboratively internally with the Events and the Museum and externally with the public.
- Excellent written and verbal communication skills. Excellent leadership and customer service skills with the ability to interact positively with a diverse group of people.
- Excellent organizational skills with the ability to plan practically, to think strategically, and to respond effectively to problems. Excellent time management skills, attention to detail, and the ability to work under pressure, to prioritize, and to delegate effectively.
- A cheerful, calm, positive, and professional attitude with a sense of humor.

Working Conditions and Atmosphere:

Works in a normal office environment as well as moving around the entire museum when checking volunteers and events. Ability to walk on uneven surfaces, climb stairs, stoop, reach with hands and arms, sit at a computer for extended lengths of time, use fingers to manipulate a computer keyboard. Must be able to hear normal conversation in person and on the telephone. Vision requirements are the

ability to see near and far, recognize people and see a computer terminal. Ability to push, pull, lift and carry up to 50 pounds. Ability to work some evening and weekend hours.

Employee Signature

Date

Employee Print

Date

Human Resources

Date

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

The Honolulu Museum of Art maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals without regard to race, color, ancestry, religion, sex, including gender identity and expression, national origin, age, disability, sexual orientation, marital status, arrest and court record, citizenship, credit history, military service, victim of domestic or sexual abuse status, genetic information, or any other characteristic protected by applicable federal, state or local law. This applies to both Honolulu Museum of Art employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.