



## Development & Events Manager

**Summary:** The Development & Event Manager position is a full time position and is responsible for implementation of all events at the Museum including fundraising events, member events, and other special events. This position supports the Marketing & Development Department in executing its goals including fundraising and membership. This position manages the Administrative Assistant.

**Reports to:** Major Gifts Officer

### Responsibilities

#### Event Management

- **Oversee fundraising events and meetings:**
  - Coordinate internal and external meetings as requested
  - Attend and take meeting minutes/notes as necessary
  - Serve as the Point Person for all fundraising, members-only and special events.
  - Plan, communicate plan with appropriate staff, implement and provide comprehensive event coordination and show-flow for assigned Museum events
  - Obtain competitive bids from vendors and work with selected vendors
  - Assist with the recruitment and support of event volunteers
  - Oversee set up and cleanup of all special events
  - Develop on-going relationships with outside vendors
  - Utilize C'mon standard event budget and monitor event expenses and revenue to meet budget goals and communicate updates appropriately
  - Assist with event follow-up and evaluation process

#### Development

Maintain all constituent records, both electronic and hard files, in accordance with established procedures including:

- Manage database and lead migration to new donor management software.
- Data entry and maintaining the integrity of the database through proper coding, continual updating, and quality control of data input in order to retrieve accurate information for reports or informational purposes.
- Provide regular and special reports to support fundraising efforts including:
  - Monthly Fundraising Activity Report for board meetings
  - Assigned Grant Reports in accordance with funder guidelines
  - Maintain reminder system for fundraising and reporting deadlines.
  - Prepare timely and accurate pledge reminder and gift acknowledgement letters.

- Other reports as needed
- Prepare correspondence materials such as:
  - Gift acknowledgement letters and pledge reminders
  - Major gift and planned giving correspondence
  - Maintain electronic donor files
  - Other donor/prospect correspondence as needed
- Manage Annual Campaign:
  - Develop a yearly and long-term, multi-channel annual fund strategy in order to acquire, retain and upgrade members and donors through solicitations by mail, phone, and electronic media
  - Execute annual fund drives
  - Create annual fund messaging for acquisition, lapsed, renewal and upgrade solicitations
  - Responsible for querying, coding, and tracking solicitations
  - Ensure proper stewardship and recognition of donors within a multi-tiered benefit structure through correspondence (print and electronic), phone calls, and other forms of outreach
  - Create effective stewardship opportunities for annual donors
  - Help identify major donor prospects from pool of members and annual donors
  - Research potential major donor prospects and prepare briefing materials for Museum leadership
  - Prepare and edit assigned grant applications to solicit funds for C'mon.
- Assist with prospect/donor cultivation and stewardship with such procedures as:
  - Maintain calendar, execute, and track prospect management activities
  - Research prospective donors, including foundations, businesses/corporations or individuals
  - Updating all prospect and donor records on an on-going basis
  - Assist with personal phone calls as needed
  - Conduct prospect and grant research as needed and requested.
  - Assist with the funding proposal submission process including writing, proofreading, packaging and delivering materials.

**Membership:** Work in collaboration with Membership Services to recruit new members, notify existing members of upcoming expirations, and encourage renewals.

- Manage database to automate timely renewal and expiration notices.
  - Assist in sending out both email and paper notices.
  - During membership campaigns help enter membership information.
- Create and execute membership campaigns working in collaboration with advertising and graphic design.
  - Target two times a year for campaigns.

### **Manager**

- Management duties include opening and closing the building.
- Serving in rotation of manager duty on Sunday's, including overseeing POS stations.
- While manager on duty being responsible for all operation decisions

## Qualifications

- Prior fundraising event management required.
- Strong commitment to the mission and vision of C'mon
- Bachelor's Degree or equal work experience
- Donor database and non-profit experience **strongly preferred**
- Extensive experience in database management
- Effective communicator and positive demeanor
- Exceptional verbal and written communication skills
- Ability and desire to interact with donors, volunteers and general public in a positive manner
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Strong organizational and time-management skills, as well as the ability to work independently and multi-task
- Willingness to work evenings and weekends
- Must pass a background check and be fingerprinted

### Working Conditions:

- a. General office and Museum environment
- b. Minimal amount of local travel
- c. Regular interaction with public
- d. Limited exposure to environmental hazards that may arise through normal tasks in this position.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

### To Apply:

Please send cover letter, resume, three references and salary requirements to: [hrjobs@cmon.org](mailto:hrjobs@cmon.org) or mail to: HRJobs 15080 Livingston Road, Naples, FL 34109

No phone calls please.

*C'mon is an Equal Opportunity Employer (EOE) in compliance with all Federal, Florida State and local ordinances, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.*