

Phoenix Art Museum is looking for a ***Development Events Manager*** to manage, develop, and implement all aspects of the Museum's annual fundraising events. In addition, plan and execute all event aspects for specific Development Department events including Corporate Council, 21st Century Society, major donor, and trustee functions.

JOB DUTIES:

1. Develop and implement strategies to acquire event sponsorships, table sponsors and ticket sales, including all general communication for all fundraising events;
2. Work closely with Marketing to develop and design invitations and other event marketing collateral, which may include signs, brochures, and other materials;
3. Coordinate and communicate with all vendors, caterers, ArTenders, florists, musicians, and printers and Museum security staff related to each event;
4. Manage reservations, guest lists, and budgets for all fundraising events. Distribute weekly updates to appropriate people;
5. Develop and implement major events for Development Department including Corporate, 21st Century Society, major donor, and trustee functions;
6. Coordinate and manage staff and volunteers to assist with all events;
7. Serve as Museum liaison to key volunteer leaders and event hosts, providing high-level communication, coordination, and stewardship;
8. Develop and administer each event budget, review cost and return on investment of all events, develop revenue and expense projections for Board of Trustees review;
9. Serve as liaison to Gala Committee and Independent Woman Luncheon Committee;
10. Coordinate a pre-brief before the event and a post-brief after the event with appropriate internal and/or external representatives;
11. Work closely with Development Information Services department on maintaining, tracking and updating donor database records and correspondence in a timely and accurate manner;
12. Work closely with Development Information Services department on gift processing of all tickets, tables, sponsorships, and donation including preparing appropriate acknowledgement letter templates;
13. Ensure that event donors and sponsors are appropriately recognized and in a timely manner;
14. Upload notes on donor and volunteer interactions and correspondence into Development database;
15. Build personal relationships with donors and prospects through in-person meetings, phone calls, letters, texts and e-mails.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree, preferably in arts/non-profit administration, business, marketing or related field;
2. Minimum of two years' experience fundraising for a non-profit organization or in event planning.

Knowledge of:

1. Strong leadership, interpersonal, planning, organization, written and oral communication skills;
2. Problem solving and conflict resolution skills, diplomacy;
3. Raisers' Edge or other automated fundraising software;
4. Microsoft Office, including adept use of email and the Internet.

Skill and Ability to:

1. Supervise, motivate and evaluate staff and volunteers in a high volume, fast-paced environment;
2. Organize and accomplish multiple projects concurrently;
3. Work effectively with multiple Museum supporters, visitors, members, volunteers and staff.

Submit cover letter, resume, and salary requirements with job code PAM-DEM to HR@phxart.org

**** Incomplete submissions may not be accepted ****

Job Status: Regular, full-time, exempt
EOE