

The City of Virginia Beach Department of Aquarium, Historic Houses, and Museums invites your interest in the position of Fundraising Events Manager for the Virginia Aquarium & Marine Science Center.

POSITION SUMMARY

The Virginia Aquarium & Marine Science Center's Fundraising Events Manager position reports to the Chief Development Officer and creates, plans, implements and manages the annual fundraising events for the Virginia Aquarium & Marine Science Center Foundation.

Work functions and responsibilities will include the following:

Create and manage event budgets and ensure alignment with overall foundation budget; develop and manage timelines and action items for events; oversee all event logistics and vendor relationships; manage event planning committees as appropriate; coordinate staff and volunteers; serves as lead during event execution as needed.

Create comprehensive sponsorship packages for annual Foundation events and special after-hours events such as Mermaid Mondays, Brews Cruise, etc. Build relationships with existing and potential board members and event sponsors; secure sponsorships and manage sponsor benefits. Solicit in-kind donations for event components, auctions, and raffles.

Use the Raiser's Edge database to review and determine actions necessary to ensure comprehensive planning of events and accurate record keeping.

Produce reports for Aquarium leadership.

Manage cultivation and stewardship events for annual fundraising efforts and capital campaigns.

Oversee logistics for Board of Trustees events and quarterly meetings.

Manage and coordinate the fundraising activities of the Aquarium Connection, the Foundation's junior board.

Collaborate with the marketing section to develop promotional and marketing materials and event programs. Coordinate with guest services to manage the registration process for Foundation events.

Coordinate with the finance section for budget development.

Maintain positive relationships by following up with sponsors, vendors, volunteers, and staff after each event; look for best practices and offer suggestions for improving processes and activities.

Requires work outside of business hours and local travel.

Perform other duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then-current workloads and department needs.

THE IDEAL CANDIDATE

The ideal candidate will have four years of full-time experience in fundraising, special events, or donor services, preferably in a nonprofit environment. Extensive experience in planning and executing successful large scale fundraising events. Demonstrated experience in building strong relationships with donors and sponsors. Demonstrated success in planning and project management. Demonstrated ability to work independently and collaboratively. Experience coordinating volunteers. Experience in developing and managing budgets, timelines, and reports. Strong organizational skills and excellent oral and written communication/presentation skills. Proficient in Microsoft Office and Raiser's Edge.

COMPENSATION PACKAGE

This position is classified as a Development Specialist on the City's pay plan. The salary range is **\$45,552.00 - \$67,600.00**. The City of Virginia Beach offers an excellent benefits package with includes health, dental, and life insurance; retirement and savings plans; holidays, paid time off; as well as access

to the Beach Municipal Federal Credit Union, a non-profit service agency which is owned and operated exclusively for City employees and their dependents.

TO APPLY

If you are interested in applying for this opportunity please visit www.vbgovcareers.com

The City of Virginia Beach is an Equal Opportunity Employer (EOE). Please note, the posting closes on 3/17/19.