CMOM Job Post

POSITION: Special Events Manager
EXEMPT STATUS: Exempt
REPORTS TO: Director of Development
LOCATION: 212 West 83rd Street, New York, NY 10024
WEBSITE: www.CMOM.org

ABOUT THE CHILDREN’S MUSEUM
The Children’s Museum of Manhattan helps children and families thrive at home, at school, and in the community. Our offerings embrace the intersection of the arts, sciences, and humanities and include exhibitions, classes, workshops, performances, and festivals.

Our programs and exhibits are designed to address the multiple ways children learn and to help parents understand and support their children’s development. The Museum’s special areas of focus include early childhood education, creativity, health, and world cultures.

Founded in 1973 by parents as a grassroots neighborhood organization, the Children’s Museum flourished. Today it is a beloved citywide resource for children, family, and educators as well as a popular destination for visitors from around the world. Each year approximately 350,000 people visit our 38,000 square-foot learning facility on Manhattan’s Upper West Side. Hundreds of thousands more benefit from the Museum’s outreach programs at schools, libraries, homeless shelters, Head Start centers, and hospitals; its touring exhibitions; and its online tools and curricula.

ABOUT THE POSITION
The Children’s Museum of Manhattan (CMOM) seeks a Special Events Manager to oversee CMOM’s cultivation events and annual family benefit, a fundraising event that generates $500,000 in contributed income. The Special Events Manager will report to the Director of Development (DOD) and work in partnership with the entire Development team and other CMOM colleagues to oversee event planning and fundraising, and develop strategies to build relationships and partnerships, secure sponsorships, and drive revenue through CMOM’s family benefit. The Special Events Manager will work alongside a high-performing fundraising team dedicated to advancing the Museum’s mission.

RESPONSIBILITIES (include, but are not limited to)
• Create, plan and execute CMOM’s family benefit in coordination with the DOD.
• Meet benefit fundraising goal through thoughtful planning.
• Develop compelling marketing and fundraising pitches (print and digital) to attract corporate sponsorships, individual and group ticket buyers, and appropriate in-kind support.
• Clearly report fundraising progress to benefit committee and leadership.
• Conceptualize and produce cultivation events including board receptions, Member events, and bespoke stewardship events.
• Assist in the strategic identification of prospects.
• Interface with key funders, trustees, and committee members.
• Perform other duties related to Development operations.
• Actively support the Development team in achieving its overall goals.

QUALIFICATIONS
• Bachelor’s degree and three to five years of events experience.
• Prior experience planning and executing events.
• Successful track record in event fundraising to drive results.
• Strong interpersonal communications skills as they pertain to internal colleagues and external members and donors.
• Superior organization skills and very strict attention to detail required.
• Ability to work on fast paced and time sensitive projects.
• Raiser’s Edge and MailChimp experience preferred.
• Availability on weeknights and weekends; accommodate a flexible work schedule as needed.
• The spirit of CMOM is collaborative, creative, and entrepreneurial. The ideal candidate has a track record of effectively providing essential partnership to a multi-person team.

COMPENSATION
$65,000/year. Comprehensive benefits package.

TO APPLY
Send cover letter and resume to admin@cmom.org.

The Children’s Museum of Manhattan is an Equal Opportunity Employer. Background checks will be completed on all employees.