

Special Events Manager

NATIONAL VETERANS MEMORIAL AND MUSEUM

The National Veterans Memorial and Museum (NVMM) in Columbus, Ohio, represents a national initiative of profound importance for our nation's 20+ million living veterans. There was previously no single monument or museum dedicated to the veteran's experience in the US until today. With 30,000 square feet available for exhibit space, this new institution celebrates the service and honors the sacrifice of veterans throughout history. Envisioned by the late Senator John Glenn (1921-2016), Colonel, USMC (Retired), as a gathering place for veterans across the country, the museum opened to the public on October 27, 2018. NVMM presents the veteran experience through the lens of personal stories and life-changing experiences from which visitors will be inspired to learn more about our country's history and actively engage in their communities as informed citizens. Learn more about the new home of the brave at nationalnvmm.org, and we encourage a visit to the Museum.

POSITION OVERVIEW

NVMM seeks an experienced events manager for its Office of Events. This position reports to the Vice President of Advancement and assists the NVMM in serving the needs of its customers' while also working to meet the growing demand for services that promote the mission of the NVMM. NVMM's Special Events Office sets the stage for connecting veterans, government officials, donors, and the public to NVMM's outstanding programs and exhibits. As a member of the Office of Advancement, this position will conduct and oversee the activities of the Events Office as well as design and develop procedures and processes that incorporate event industry best practices, set goals for the coming year, develop a marketing and sales strategy and create partnerships. From planning congressional visits and celebrations to intimate gatherings and program-related events, as well as coordinating external events. NVMM Special Events Office sets the standard of quality and excellence for the institution's events.

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Job Duties:

- Plan and manages all special event activities of the NVMM, including Board Meetings, public, and private events. Works with high-profile volunteers related to special events; organizes and facilitates special events with Board members; facilitates building relationships through high-quality special events with government agencies and departments and Veteran Service Organizations; manages tracking and reporting of event revenue and expenses.
- Create and manage the timeline, program, production schedules, run of the show, logistics, staffing, and task list for all hosted events as requested and assigned. Creates room layouts and seating arrangements, and manages the invitation, registration and attendee check-in processes. Shall hire and oversee contractors and vendors, as necessary, for the coordination and execution of all functions of events.
- Serve as a liaison for external events hosted at the Institution.
- Shall lead all event planning and production meetings and discussions. Organizes and leads collaboration with Chief of Staff, External Affairs, and Visitor Experience teams on event concept, graphic design, production, printing, communication pieces, reports, proposals, and event marketing.
- Handle all aspects of vendor relations including, negotiating costs and services with vendors; arranging food and beverage, ordering all supplies/decorations, coordinating audiovisual equipment & operation, making travel arrangements.
- Plan, train, instruct, direct, and supervise assigned staff and volunteers in the proper methods and procedures both before and during the event.

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- Create and manage sponsorship packages and works with the Vice President of Advancement on the solicitation of and compliance with sponsorships.
- Meet with current NVMM clients to identify opportunities for additional event revenue.
- Identify and develop unique event packages and spaces for existing and new clients.
- Collaboratively establish goals for the office of events and protocol for the coming year.
- Develop a marketing plan for the coming year in collaboration with external affairs.
- Develop and maintain partnerships with vendors that financially support the mission of the NVMM and increase event sales.
- Create guidelines for event office including but not limited to tracking, budgeting, logistics.
- Shall monitor event pricing structure to maintain alignment with industry standards and gain additional market share.

In the performance of their respective tasks and duties, all employees of the organization are expected to fulfill the following:

- Gain a general understanding of United States veterans
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, constituents, and vendors.
- Work effectively as a team contributor on all assignments.

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- Works independently, while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Essential Skills & Qualifications:

- A Bachelor's degree in a relevant field.
- 3-5 years' experience in event production
- Excellent written and oral communication skills.
- Be a self-starter with strong project management skills.
- Experience in or be willing to learn military protocol
- Candidates need equal measures of creative and critical thinking, passion, and integrity.
- Candidates will ideally have a working knowledge of Salesforce, peer-to-peer fundraising tactics, and at least one fundraising/constituent management platform.
- Shall have the ability to adapt to changes and competing priorities.
- Shall have a collaborative work style to facilitate work across departments and teams.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, constituents, and vendors.
- Gain a general understanding of United States veterans
- Knowledge of advanced MS Office, including Excel, Word and PowerPoint, and project management software. Ability to speak before small and large groups of people. Ability to travel to various locations to participate in public meetings and conferences.
- Ability to travel and work some weekends and evenings as needed

NVMM APPLICATION PROCESS

The National Veterans Memorial and Museum offers a competitive salary and a comprehensive package of benefits.

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For consideration, please email resume to jobs@nationalvmm.org. Be sure to include the title of the position, Special Events & Protocol Manager, in the subject of the email. Only selected qualified candidates will be contacted for an interview. No phone calls will be accepted.