



SPECIAL EVENTS COORDINATOR POSITION DESCRIPTION

DEPARTMENT: DEVELOPMENT
IMMEDIATE SUPERVISOR: DIRECTOR OF DEVELOPMENT
STATUS: EXEMPT
HOURS: 40 HRS. /WEEK

POSITION PURPOSE:

The Special Events Coordinator reports directly to the Chief Development Officer and is responsible for the planning, managing, and execution of annual Donor and Special Events. Working across departments, the Special Events Coordinator is an integral part of MOSH's stewardship team by helping to realize impactful events that serve to strengthen our relationships with donors, sponsors, and volunteers and reflect the MOSH brand and mission.

DUTIES AND RESPONSIBILITIES:

- **Annual Galaxy Gala** – develops, plans, and executes annual fundraising Gala; key duties include event conception, working with the Volunteer Committee, securing vendors at favorable rates and silent auction donations, overseeing adjudication process and performer relations, supporting sponsorship and ticket sales efforts, coordinating collateral materials (30%)
- **Young Professional Elements Event** – working with the Elements Committee, develop, plan, and executes annual event that supports the MOSH's ambitions to grow its young professional base; key duties include working with the Elements Committee, VP of Visitor Engagement, and VP of Education and Exhibits to secure vendors at favorable rates, supporting sponsorship and ticket sales for the annual event. (20%)
- **Donor Events** – creates and coordinates Donor events, including the Annual Rooftop Party, exhibition openings, and Connoisseur events (20%)
- **Communications** – work with the Marketing team on strategy for event invites and special events collateral (10%)
- **Strategy** – help further MOSH's development activities broadly by collaborating with the Chief Development Officer on event strategies that strengthen the Museum's fundraising initiatives and support MOSH's strategic plan (10%)
- Perform other job duties as assigned.

QUALIFICATIONS: To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent combination of education
- 2 - 5 years experience coordinating events and/or working in fundraising
- Prior work experience in a museum/gallery environment or arts organization
- A post-secondary degree, college or university

SKILLS AND ABILITIES

Business Skills

- Fundraising experience; able to identify, cultivate and solicit partnership contributions in support of MOSH events
- Proficient with Microsoft Office, experience with databased, preferably Salesforce
- Working knowledge of forecasting and budgeting, including the ability to work with a budget and within a budget
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Creative, innovative, and embraces risk-taking
- Use of project management tools such as Basecamp or Monday.com

Technical or mechanical skills

- Event/large-scale install coordination skills
- Calendar management and planning
- Knowledge and understanding of social media and web platforms

Interpersonal/People Management skills

- Knowledge of the non-profit sector and a preferred strong network of cultural and science contacts in Northeast Florida
- Experience in working with and forming partnerships
- Ability to collaborate with external partners and create ways to meet mutual goals
- Experience working with volunteer committees
- Ability to work well with a team in executing events
- Ability to be proactive and a self-starter
- Capacity to work under pressure, multi-task, and meet deadlines

TIME COMMITMENTS:

Hours are generally Monday-Friday, between 8:30 am to 5:00 pm, but flexibility is required. Some weekends and evenings may be required.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware

of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.