



**Position Title:** Events and Partnerships Manager

**Department:** Advancement

**Location:** Santa Fe, NM

**Pay Range:** \$60,000-\$64,000

**Hours:** Full-Time, Exempt

### **Position Summary**

The Events & Partnerships Manager leads the planning, implementation, and coordination of a robust calendar of special events and partnership activities to increase engagement, secure contributed income and in-kind donations, and cultivate long-term relationships with the O'Keeffe Museum's supporters and volunteers. This role serves as the event planning and operational point person, working closely with staff across Advancement, Communications, Operations, and other departments as needed. The Manager oversees all aspects of event strategy and operations, from start to finish, to create exceptional experiences that range from large on-site and off-site donor events to more intimate gatherings. The Manager also builds and maintains strong internal and external partnerships, including those with museum volunteers, local vendors, and business members. They act as a collaborative liaison across the museum, bringing creativity, efficiency, and strategic thinking to the role.

### **Skills and Abilities**

- Demonstrated skill in conceptualizing events of all sizes and managing various responsibilities simultaneously. Highly energetic with strong abilities to meet deadlines, prioritize, and manage multiple tasks effectively.
- Proven track record of successfully securing membership contributions and in-kind donations from businesses, as well as managing partnerships with external partners, such as vendors and volunteers.
- Excellent verbal and written communication skills, as well as strong interpersonal skills with an ability to work with a variety of people with tact and diplomacy. Proven ability to work with outside vendors and internal colleagues.
- Attention to detail and follow-through with strong organizational and account management skills. Proven ability to create and adhere to event budgets.
- Ability to represent the O'Keeffe and display a high level of discretion and confidentiality with respect to museum and donor information. Sound judgment and decision-making skills. Demonstrated resourcefulness in problem-solving and grace under pressure.

### **Essential Functions and Responsibilities**

**Event Management:**

- Create and implement compelling all recurring and special events in a variety of settings, and proactively plan and lead meetings with key internal and external stakeholders to ensure effective event management from start to finish.
- Support research and planning for national and international travel programs for donors in collaboration with Advancement staff and trustees.
- Ensure smooth functioning of events by managing all logistics, including tracking RSVPs, establishing and coordinating event timelines, and delegating to other staff members to ensure excellent service.
- In collaboration with other staff, develop criteria and deadlines for generating invitation lists from Altru and work with the Graphic Designer to create print and online event invitations.
- Monitor and manage event budgets, soliciting proposals from a range of caterers/vendors to ensure cost-effective planning while maintaining high-quality standards.
- Establish short- and long-term goals and strategies for events in consultation with team members and conduct research to inform cultivation and stewardship strategies related to events.

#### **Business Partners:**

- Responsible for the relationship cycle of business members from prospect research, securing new members, existing member maintenance, engagement, upgrades, and fulfillment.
- Create and track contributed income and in-kind donation goals for business members in collaboration with members of the Advancement team and develop and implement appropriate marketing efforts and stewardship plans.
- Manage strategic relationships with business partners, as well as other vendors who provide in-kind donations to the O'Keeffe, along with community partners and venues for offsite events.
- Maintain relevant donor and partner information in the advancement database to ensure consistent and long-term relationship building, including tracking individual biographies, prospect research, and meeting notes.

#### **Volunteer Management:**

- Manage the O'Keeffe's Museum Service Council volunteer program, including recruiting and retaining volunteers, and providing consistent communication with volunteers and staff contacts.
- Collaborate with staff across the Museum to solicit volunteer opportunities, manage recruitment of volunteers, and track participation and documentation as required by HR.

#### **Special Projects:**

- Complete special projects or additional duties as assigned, consistent with the skills, training, level of responsibility, and other requirements for this position.

#### **Background and Qualifications**

- 3-5 years of experience working in a museum or nonprofit organization in an events management and/or fundraising role
- BA required

**Benefits**

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term Disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

**To be considered, please send your resume to:**

**[Jobs@okeeffemuseum.org](mailto:Jobs@okeeffemuseum.org)**

*The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.*

Applicants must be authorized to work in the US for any employer, without needing sponsorship.