

## Position Description

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### **Fundraising & Event Planning - Annie Oakley Society Manager**

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The Annie Oakley Society Manager will provide strategy, coordination, and execution for the Museum's Annie Oakley Society. Because this specialized philanthropic giving program primarily generates funding through memberships and special events, the ideal candidate needs to have proven experience working within a nonprofit development team with preference given to those with event management experience. It is essential that the candidate has a positive attitude and be a motivated individual with a genuine commitment to the mission of the Museum. Through this commitment the Annie Oakley Society Manager will play a vital role in supporting the Museum's vision and goals by increasing the support of its special philanthropic opportunities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- The position plans a key role in ensuring the Annie Oakley Society reaches its fundraising goals, manages fundraising plan and acts as primary contact for and solicitor of all Society members, donors, and sponsors; conducts donor prospect research, prepare briefing reports, and recommend strategies, acting as a consultant for the Museum. Leads all Society efforts in selecting its annual award recipients.
- Coordinate society educational sessions between the leadership team and Sr. Director of Education and Programs plans, schedules, facilitates, records and acts a key liaison for the Volunteer Leadership Team and meetings
- Oversees/Manages the Annie Oakley Society Coordinator to ensure correct and timely society gift entry and recognition; membership renewal and organization of records; and the planning and execution of Membership stewardship and recognition efforts.
- Oversee the production and distribution of all Member print communications (Newsletters, Invitations, etc.) by coordinating the efforts of the Museum's Marketing, Graphics and Events teams. Plan and execute an annual fundraising and membership strategy to include direct mail, digital, personal proposals, and events. Work with Senior Marketing Manager to ensure timely updates to and distribution of Society webpages, social media accounts and e-blasts Develop effective and persuasive fundraising materials that articulates the mission and programs with a strong case for support.
- The Annie Oakley Manager manages all aspects of event planning and execution of Annie Oakley Society Cultivation and member only events; collaborates with staff and leadership team to plan and execute all aspects of the Society's Annual Luncheon and Awards.
- Work with the Chief Development Officer to prepare and maintain all revenue and expense budgets; generate reports and respond to inquiries regarding Society giving as requested by the Museum's Finance Department.
- Contribute to a team environment by assisting with other Museum projects and events when needed.

### **Minimum Requirements**

- Must have 5 years fundraising and 2 years of event experience.
- Experience working with volunteer-based committees or boards a plus.
- Must be able to work evenings and weekend based on events.
- A working knowledge of membership and event based fundraising best practices.

### **Required Competencies**

- A positive attitude and willingness to learn is essential.
- Ability to operate various word-processing software, spreadsheets, and database programs.
- Ability to effectively interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Demonstrate efficient and effective verbal and written communication skills.
- Ability to maintain confidential information.
- Exhibit strong time management skills in carrying out multiple tasks and competing deadlines.
- Ability to follow instructions furnished in verbal or written format.

**Reports To:** Chief Development Officer

**Status:** Exempt, (45+ hours per week)

**Salary Range:** \$40,000-\$50,000 depending on experience

**Work Hours:** M-F 8am-5pm; weekends and evening based on events

### **How to Apply**

E-mail a cover letter and resume to the Human Resources, [hr@nationalcowboymuseum.org](mailto:hr@nationalcowboymuseum.org). Please put *Annie Oakley Manager application* the subject field of the e-mail.