

Manager of Events and Corporate Giving

Exempt: Full-Time, Exempt

Location: 929 E Wisconsin Street, Milwaukee, WI 53202

Reports to: VP of Development



Our Mission

Inspire all children to wonder and explore their world through play and innovative, hands-on learning experiences.

Position Summary:

As part of the Betty Brinn Children's Museum's (BBCM) Development Function, The Manager of Events and Corporate Giving (MECG) is responsible for strategizing, planning, and executing all BBCM events, including the annual event, donor engagement events, exhibit sponsor-related events, after-hour museum events and other types of events as necessary. The MEGC will also be in charge of prospecting new corporate sponsors for events as well as exhibits, developing corporate sponsorship packages, stewarding current corporate sponsors, and the overall growth of corporate revenue for BBCM. Additionally, this position will work closely with the Director of Communications to develop effective marketing strategies that promote ticket sales, event awareness and satisfy sponsorship agreements.

Basic Requirements:

- All BBCM staff, volunteers and interns who work onsite are required to provide proof of full vaccination against COVID-19 by their hire date.

Responsibilities and Duties:

- Oversee the planning, logistics, and execution of BBCM's major events, including but not limited to developing clearly written materials such as sponsorship packages, budgets, timelines, program outlines, and scripts.
- Write and submit sponsorship proposals and donation solicitation letters.
- Lead the annual event committee by preparing meeting agendas and materials, providing status updates, assisting with donation requests, and coordinating additional onsite fundraising opportunities.
- Create exceptional one-of-a-kind auction packages by soliciting in-kind donations.
- Maintain event and sponsorship related donor records in OneCause and Salesforce.
- Communicate with the CEO and Board Members about cultivating/stewarding existing and potential sponsors and major donors as directed.
- Collaborate with the Director of Marketing & Communications to develop and create all marketing needs, including printed material and signage.
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree preferred; additional training and certification preferred
- Minimum of three to five years of related formal or informal experience and/or training in a setting that demonstrates the skills, knowledge and abilities needed to perform the above tasks
- A solid understanding and evidence of successful implementation of fundraising principles is required.
- Event planning and management experience are required
- Experience soliciting in-kind donations
- Strong written and verbal communication skills
- Demonstrated experience working with fundraising committees, demonstrated presentation and public speaking skills, and the ability to network.

Skills and Abilities:

- Strong planning and organizational skills with good attention to detail
- A proven track record of relationship building
- Ability to present BBCM to the donor community in person, writing, and on the phone
- Ability to self-motivate, take initiative, strategize, and close while demonstrating a high level of integrity and diplomacy
- Ability to think outside the box and to problem solve
- Ability to work well with other BBCM staff members
- Well-developed computer skills, including experience with donor databases such as Salesforce, Onecause, and Google Workspaces

Salary and Benefits:

\$45,000- \$50,000, based on experience

BBCM offers a generous benefits package, including but not limited to the following:

- Three weeks of PTO
- Separate Sick Time
- Medical Insurance (BBCM pays 80% of the cost)
- Vision and Dental insurance eligibility
- HSA with employer contributions
- Employer-paid plans for Life and Accidental Death and Dismemberment Insurance & Long Term Disability
- Free Parking
- 401k with the Museum contributing 5%.

To Apply:

Please send your resume, cover letter and a sample of a corporate solicitation letter to hr@bbcmkids.org.

Betty Brinn Children's Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws.