**Donor Engagement and Events Manager – Development Team**

**Reports to:** Vice President of Development
**Department:** Advancement
**FLSA Status:** Full-Time, Exempt

**Position Summary**

The **Donor Engagement and Events Manager** plays a central role in advancing the Witte Museum’s **Annual Fundraising** by planning and executing 8–10 donor stewardship and cultivation receptions and supporting high-profile fundraising initiatives like the Game Dinner gala. This position fosters seamless cross-departmental collaboration, creates meaningful donor experiences, and strengthens relationships that inspire continued investment in the Museum’s mission and future. Through thoughtfully executed events, the Donor Engagement and Events Manager helps build community, recognize generosity and contribute directly to the fundraising success of the Museum.

Reporting to the Vice President of Development, this role partners closely with the Chief of Advancement and the Game Dinner Coordinator to deliver exceptional donor stewardship and event experiences. The Donor Engagement and Events Manager also collaborates regularly with the Volunteer Manager, Event Rentals team, and Marketing and Communications team to align event execution with the Witte’s broader engagement and communication strategies. The role offers the opportunity to grow into leadership of large-scale fundraising events over time.

**Roles & Responsibilities**

**Donor Engagement and Events**

* Plan, manage and execute a portfolio of 8-10 donor stewardship and cultivation receptions annually, with a focus on building meaningful connections between donors and the Witte’s mission
* Lead event logistics from start to finish, including venue scheduling, catering, rentals, A/V, timelines, run-of-show documents and on-site execution in collaboration with the Museum’s Event Rentals team
* Oversee invitation lists, RSVPs and guest communications using the Witte’s CRM (Altru)
* Collaborate with the Marketing team on the design and production of print and digital invitations and related collateral
* Provide on-site support for events, including managing guest check-in, vendor coordination, and day-of troubleshooting
* Evaluate event outcomes and recommend improvements to strengthen donor engagement and fundraising impact

 **Major Fundraising Event Support**

* Serve as an integral member of the team that produces the Witte’s signature fundraising gala, Game Dinner, supporting event strategy, logistics, sponsorship fulfillment and donor engagement.
* Partner with the Game Dinner Coordinator and broader development team to manage mailings, timelines, donor lists, and planning tasks
* Contribute to the planning and execution of high-profile fundraising elements such as auctions and sponsorship activations.
* Collaborate with the Volunteer Director and Event Rentals team to ensure strong event staffing, guest services and day-of operations
* Manage and track mailing lists, sponsorships, auction items, and donations in the CRM
* Support event-day logistics including setup, registration, guest services, and post-event wrap-up
* Demonstrate initiative and the ability to take on increasing responsibility for leadership of large-scale fundraising events over time

**General Development Team Support**

* Support gift processing and data entry, ensuring timely and accurate records in the CRM
* Maintain accurate constituent and event participation records in the CRM.
* Support donor stewardship mailings and acknowledgment processes
* Contribute to special projects and initiatives that support the overall goals of the Development and Advancement teams

**Qualifications**

* 3-5 years of experience in event planning, fundraising, nonprofit development, and/or related field (internships and volunteer experience considered)
* Experience supporting medium to large-size galas or fundraising events, ideally with multiple vendors, 200+ guests, and/or auction components
* Familiarity with CRM or donor management systems; Altru experience is a plus
* Ability to manage multiple deadlines, tasks, and projects simultaneously
* Exceptional attention to detail and strong organizational skills
* Excellent written and verbal communication skills
* Professional demeanor with the ability to interact effectively with donors, vendors, and colleagues
* Availability to work evenings and weekends for events

**Key Skills and Attributes**

* Passion for the mission of museums, education, and community engagement
* Creative, adaptable, and solutions-oriented in fast-paced settings
* Collaborative spirit and a willingness to support team-wide goals
* Strong project management and problem-solving abilities
* Proficiency in Microsoft Office and experience with event platforms or email tools is a plus

**Physical Requirement**

* Ability to work in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
* Mobility & Stamina – Ability to stand and walk for extended periods (often several hours at a time during event setup, execution and breakdown
* Ability to lift, carry, push, or pull objected typically up to 25-50 lbs.
* Ability to handle small items such as decorations, catering supplies, signage, or registration materials
* Adequate vision (with or without corrective lenses) to reach documents, signage, and digital screens, adequate hearing to communicate effectively in loud environment
* Ability to bend, stoop, kneel, reach, and climb short ladders as needed during event setup and teardown
* Ability to work long or irregular shifts, including evenings, weekends, and holidays, as events require
* Ability to work in a variety of environments, including indoor office spaces, event venues, and outdoor settings in varying weather conditions (heat, cold, rain, etc.)

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. Other duties, responsibility, and activities may change or e assigned at any time with or without notice.