



Job Posting

Job Title: Events Manager

Status: Full-time

Number of Positions: 1

Classification: Hourly

Reports to: Director of Development

Description

Reporting to the Director of Development, the Events Manager will coordinate the Aquarium of Niagara's fundraisers and private events, with final authority in such matters remaining with the Director of Development and President/CEO. The Events Manager will play an integral role in ensuring the success of the Aquarium's major fundraisers, secure and grow the private event rental program, and enhance the Aquarium's reputation as a unique and desirable event venue in the Western New York region.

Essential Responsibilities

- Support the Director of Development in planning and executing major annual fundraisers.
- Facilitate interactions with donors, vendors, and external organizations to secure resources for fundraising functions.
- Identify and manage strategic partnerships to host offsite fundraising events.
- Ensure fundraising activities are consistent with the mission and vision of the Aquarium of Niagara.
- Implement strategy to enable sustainable growth of private events year-over-year.
- Coordinate all aspects of private rentals, including managing the operational calendar, client interaction, contract preparation, vendor suggestions, and invoicing; handle day-of-event coordination.
- Maintain relationships with existing vendors and procure new vendors.
- Schedule Niagara County Department of Health inspections; oversee insurance and state/local licensing and permitting.

Requested Requirements

- Bachelor's degree in museum studies, nonprofit management, communications, business, development, marketing, or equivalent field
- 4 years' experience, preferably in the nonprofit sector
- Existing community contacts and connections in Western New York; familiarity within Niagara County preferred
- Proficient understanding of Microsoft Office software, including Microsoft Word and Excel
- Excellent organizational and interpersonal skills; demonstrates sensitivity and tact in interpersonal relations
- Proven ability to network with community resources, build relationships and create community partnerships
- Strong attention to detail, and attitude of personal accountability
- Ability to work independently, as well as on a team as necessary
- Valid New York State driver's license, or ability acquire one

Working Conditions

- Sedentary—position sometimes involves long periods of sitting
- Must be able to kneel, bend and stand; must be able to lift 50 pounds
- Able to work on evenings and weekends with relative frequency
- Occasional local travel
- Position is based primarily on-site; remote work opportunities are available with Director's approval

To Apply

Please send resume and cover letter to alang@aquariumofniagara.org. Be sure to include Events Manager in the subject line of any correspondences.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.