



DEVELOPMENT AND EVENTS MANAGER POSITION

The Development and Events Manager is a member of the full-time staff and reports to the Executive Director. The Manager will oversee the development activities of the organization and will also be responsible for event rental sales for the Society.

Responsibilities of the position are:

- 1) Creating and executing a development process for the Historical Society including the annual giving campaign and other fundraising activities.
- 2) Identifying grants that are a good fit for Society programs and completing the grant application process.
- 3) Grant follow-up to submit final reports and to be sure all requirements have been satisfied.
- 4) Works with Board representative to assist in managing communications with the Advisory Committee.
- 5) Managing Society contacts and prospects, building and maintaining relationships.
- 6) Event sales at our two properties: our downtown museum at 910 N. Old World Third Street and Trimborn Farm in Greendale.
 - a. See the event from beginning to end as far as the venue is responsible.
 - b. Ensuring all contracts and event records are completed and organized.
 - c. Includes showing space, vendor appointments, final walk-throughs and day-of on-site event presence.
- 7) Member of organizing team for major events such as the Annual Dinner, Annual Meeting, etc.
- 8) Managing the contract event staff during rental events at the downtown location.
- 9) As a representative of the Historical Society and advocate for it's mission and growth, identify and seek out opportunities to further our mission or awareness in the Milwaukee community.

Hours include nights and weekends, as needed, to be at events. Typically, the Event Coordinator works Tuesday through Saturday, however, this is flexible depending on events.

To apply, please e-mail your cover letter and resume to mmccully@milwaukeehistory.net. The position will be immediately filled.