

**Position:** Director of Fundraising Events, Development Department

**Employment Status:** Full Time, Salary

**Job Overview:**

The Houston Museum of Natural Science is one of the most heavily attended museums in the United States and features constantly changing exhibitions and films. No other museum offers the wide range and volume of educational programming as HMNS. Fundraising is essential to providing these opportunities as a private, nonprofit corporation.

The Director of Fundraising Events manages and works directly with the Fundraising Events team within the Development Department to raise funds for the museum by planning and executing donor events, with an emphasis on the three major annual fundraising events, and more may be required. This position is responsible for museum and event logistics, attendee management and fundraising initiatives. The Director of Fundraising Events reports to the Chief Development Officer and oversees three development officers that report to this position.

**Essential Duties and Responsibilities:**

- Work directly with the fundraising events team within the Development Department to complete tasks as assigned and execute the fundraising events from start to finish
- Assist Chief Development Officer with ongoing projects and needs, as well as department special projects, and attend Development events as needed
- Source, research, propose and work with vendors for all event needs
- Review and negotiate vendor contracts and coordinate vendor payments
- Coordinate event specifications, including setup, event timeline, load-in/out arrangements
- Help coordinate all fundraising events through planning, invitation lists, prospect solicitations, design, production, distribution of printed and digital materials, tracking RSVPs, seating arrangements, managing guest registration, and assisting guests at events (approximately 3-5 events per year, some of which fall on a weekend)
- Assist with event auction management for the events that require it
- Onsite event management, including attendee support and logistics management
- Assist in maintaining the event budget by tracking quotes and invoices and monitoring spend
- Update and review donor tracking systems related to prospective and current fundraising event donors to maintain up-to-date accuracy
- Coordinate event details across all museum departments to ensure compliance with policies and manage vendor requests
- Available to work outside regular hours as needed for event preparation, set up and execution
- Comply with the museum's health and safety protocols

**Skills and Experience:**

- Meticulous attention to detail
- Project management capabilities
- Proficiency with Microsoft Excel, Word and PowerPoint required
- Proficiency in Canva and Prismm preferred
- Proficiency in Adobe Creative Suite preferred
- Ability to work well under pressure, maintain flexibility, handle multiple priorities and meet deadlines
- Strong written and interpersonal communication skills
- Positive and motivated attitude, as well as team-oriented nature

- Strong sense of ethics and ability to manage sensitive information and maintain confidentiality
- Responsiveness and a strong commitment to providing excellent customer service
- Bachelor's degree required
- Minimum of 5 years of event and/or development experience required

**Working Conditions and Physical Demands:**

- Comfortable lifting large items, up to approximately 20 pounds
- Able to be in a stationary position working at a desk for extended periods of time
- Able to move about inside the office and the museum to meet with vendors, plan fundraising events, attend/run fundraising events, etc.
- Able to operate basic office equipment, including use of a desktop computer for extended periods of time
- Available to work occasional weekends and evenings as needed for events

**Perks of Working at HMNS Include:**

- Medical, dental, vision, and life/disability insurance offered to full-time employees following 60-day waiting period
- 401K plan enrollment available to eligible employees who complete one year of service
- Free individual-level HMNS membership
- Free admission to museum exhibit halls, Butterfly Center, Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking

**Application Instructions:**

Resumes will be accepted through **March 31, 2025** and can be submitted in the following ways:

- By email to [jobs@hmns.org](mailto:jobs@hmns.org)
- By mail to HR Department, HMNS, 5555 Hermann Park Drive, Houston, Texas, 77030
- In-person by dropping off your application materials c/o HR at the Museum Service desk at HMNS in Hermann Park

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

**The Houston Museum of Natural Science is an EEO Employer.**

**Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030**