

Job Title: Special Events and Program Manager

WHO WE ARE

Founded in 1988, the MCRD Museum Foundation is a registered 501c (3) nonprofit and operates aboard Marine Corps Recruit Depot San Diego. The foundation directly supports the Marine Corps' West Coast Command Museum, and by extension, MCRD San Diego and the Western Recruiting Region, through fundraising, program and event support, and serving as a bridge to the community.

Over the last five years the foundation has significantly expanded on our mission to support the Command Museum. Aside from the traditional financial and material support, the foundation now provides operational support by managing two of the three program areas the museum serves as well as expanding on our mission to support Marine Corps Recruit Depot San Diego and the Western Recruiting Region as a whole.

This is an exciting time and rare opportunity to join a team dedicated to preserving the legacy of the Marine Corps and serving our greater San Diego, military, veteran, and Gold Star communities alike.

POSITION SUMMARY

This position will report directly to the Executive Director and Deputy Director as required. The Special Events and Programs manager will be primarily responsible for maintaining and growing programming that supports our active duty, veteran, and Gold Star communities as well as the scheduling, logistics, and execution of all foundation events to include, but not limited to, the foundation annual gala, golf tournament, Tun Tavern Tuesday, and Battle Color Reception. This role also requires close collaboration with the foundation's grant writer, marketing team, and front-line fundraisers to ensure all program deliverables are being met, grant reporting is timely and accurate, and all communications are accurate, concise, and impactful.

RESPONSIBILITIES AND DUTIES

Programs

- Schedule, coordinate, and oversee the execution of all program related events
- Continuously develop program concepts and deliverables to meet the needs of the Command Museum's program arm and provide meaningful benefits to all our program beneficiaries
- Track program relevant data to measure KPI's and follow-on reporting as required
- Provide grant writer with program data for reporting as requested
- Provide grant writer with information pertaining to program funding needs and requests as needed
- Work collaboratively with the Dir of Marketing to provide program relevant information for foundation communications as requested

Special Events

- Schedule, coordinate, and oversee the execution of all foundation special events, to include but not limited to annual golf tournament, annual gala, battle color reception, monthly Tun Tavern Tuesdays, and annual holiday celebration

- Work with the foundation's current philanthropic portfolio and seek out new donors, sponsors, and members to continue growing the foundation's annual revenue and support capabilities
- Task staff and volunteers as needed to fulfill all event deliverables

QUALIFICATIONS AND SKILLS

- Enthusiastic, self-starter with excellent intrapersonal skills
- Excellent writing skills
- Excellent organizational skills and ability to multitask
- Minimum three years' experience working and/ or managing events
- Minimum three years' program planning experience for nonprofit organization
- Experience working within Microsoft Office and donor database systems
- Experience speaking to large and small groups
- Ability to work independently as well as with cross functional teams a must
- Hours are typically regular office hours M-F, but must be able to work nights and weekends as needed
- Military experience a plus
- Experience working with military families, veterans, and Gold Star Survivors a plus

SALARY AND BENEFITS

- Salary: \$50,000.00 per annum
- 15 days PTO annually, with max accrual of 30 days every two years
- 15 sick days
- Flexible work schedule
- 100% Medical, dental and vision coverage

Please send cover letter, resume, and three references to Chris Weimer at cweimer@mcrdmhs.org NLT July 2nd.