



National Law Enforcement Officers Memorial Fund

Job Description

Position: Event Manager

Reports to: Senior Director of Events Management

Direct Reports: None

Position Summary:

The National Law Enforcement Officers Memorial Fund (NLEOMF) is seeking an enthusiastic Event Manager with a "can-do" attitude to assist our organization in planning and managing our full range of venue rentals, local and national-scale events.

The ideal candidate for this role should demonstrate exceptional organizational abilities, superb interpersonal skills, multi-tasking skills, and excellent time-management. The noteworthy Event Manager should effectively deliver on all event objectives. The Events Manager is responsible for coordinating all national athletic partnership initiatives and NLEOMF-hosted events.

Responsibilities:

- Assists in the planning and production of all NLEOMF hosted events, including and not limited to National Police Week, Police Weekend, and Run for the Badge.
- Manages client events on-site, including registration process, volunteer coordination, caterer requirements and fulfilling client needs.
- Responsible for selling space in the Museum for private events, and creating and maintaining positive relationships with clients.
- Coordinate pre-event client meetings to become an expert in the client's run of show.
- Prepare post event reports to assess and evaluate event challenges and areas improvements.
- Responsible for creating external relationships that result in increased venue rental agreements
- Works with web administrator to create event registration pages.
- Responsible for overseeing the events section of the website and making sure it is up to date.
- Maintains and updates event calendar.
- Responsible for meeting annual revenue goals.
- Works directly with Museum team to prepare for all on-site events.
- Responsible for building relationships with national football, baseball, hockey, soccer, and basketball leagues and teams to create and sponsor law enforcement appreciation events.
- Plans and executes all activities associated with law enforcement appreciation events.
- Other duties as assigned.

Knowledge/Skills/Abilities:

- College degree or equivalent experience.
- 5+ years of event experience, preferably in a non-profit environment.
- Strong knowledge of professional sports.
- Strong verbal and written communication skills.
- Sales experience a plus.
- High level of creativity, ability to think outside the box, enthusiasm, and support for the mission of the NLEOMF.
- Excellent communication skills, including presentations, writing, editing, and proofreading.
- Superior customer service skills, discretion, diplomacy, and tact.
- Ability to work in a fast-paced, team-oriented environment.
- Motivated with strong interpersonal skills.
- Excellent multi-tasking skills; able to work independently.

Working Conditions:

- Must reside within the Washington Metropolitan Region
- Flexible work schedule that will change frequently due to events and activities
- Weekend availability required plus some evening and holiday work as needed
- Working conditions are normal for an office environment and/or home-office setting.
- Position will involve an increased workload during National Police Week, Police Weekend, and Run for the Badge.
- Ability to lift 25lbs, stand for long periods of time, and able to walk long distances.

Benefits

- Salary - \$65,000
- Health, dental, vision, life, and short- and long-term disability coverage.
- 403B saving plan and corporate match.

To apply, please send a resume and cover letter explaining your interest in the position and how your experience fits the position responsibilities.