



## NATIONAL LAW ENFORCEMENT OFFICERS MEMORIAL FUND

MEMORIAL | MUSEUM | OFFICER SAFETY & WELLNESS

### National Law Enforcement Officers Memorial Fund Job Description

**Position:** Director of Events and Museum Rental

**Reports to:** Chief Executive Officer

**Direct Reports:** None

The National Law Enforcement Officers Memorial Fund is built on three pillars: The Memorial, The Museum, and Officer Safety and Wellness, with each of these pillars interconnected under the core value of “Honor.”

#### **Position Summary:**

The Director of Events and Museum Rental is responsible for the selling, planning, and the execution of all NLEOMF internal and external events. This position is responsible for creating relationships inside and outside Washington D.C. in order to sell space in the Museum to external groups. The Director of Events has responsibility for reaching annual income goals as well as managing the Event Department’s budget. In addition, the Director is responsible for coordinating all law enforcement appreciation days at national sporting events.

#### **Responsibilities:**

- Plans and produces all NLEOMF hosted annual events, including, and not limited to National Police Week and Police Weekend.
- Develops project timelines and adheres to deadlines.
- Creates sales presentations and delivers to outside groups, i.e., Meeting Planners to sell Museum space. Responsible for creating external relationships that result in selling museum space to meet annual revenue goals.
- Responsible for arranging pre-event client meetings and become an expert in the client’s run of show.
- Manages client events on-site, including set-up, music, registration process, volunteer coordination, caterer requirements, clean-up, and fulfilling client needs.
- Maintains and updates events spreadsheet for management’s reference.

- Prepares post event report for CEO that includes areas of success and areas for improvements.
- Produces a weekly progress report to the CEO
- Attends Management Team meetings once a month
- Responsible for meeting revenue goals for law enforcement national appreciation sporting events.
- Works with web administrator on creating event registration pages.
- Responsible for the events section of the website insuring it remains up to date.
- Other duties as assigned

### **Knowledge/Skills/Abilities:**

- College degree or equivalent experience
- 7+ years of event planning experience
- Strong verbal and written communication skills
- High level of creativity, ability to think outside the box, enthusiasm, and support of the mission of the NLEOMF
- Excellent communication skills, including 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 be able to be onsite for events during the evenings and weekends
- Working conditions are normal for an office environment and/or home-office setting
- Position will involve an increased workload during National Police Week and Police Weekend
- Ability to lift 35lbs, stand for long periods of time, and able to walk long distances
- This position is in Washington, D.C.

### **Benefits**

- Salary is commensurate with experience
- 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 and training fit the position responsibilities to [resumes@nleomf.org](mailto:resumes@nleomf.org). Salary requirements must be included.