Job Opening: Events/Rentals Manager

About MoAD
The Museum of the African Diaspora (MoAD), a contemporary art museum, celebrates Black cultures, ignites challenging conversations, and inspires learning through the global lens of the African Diaspora. MoAD is based in San Francisco and plays a vital role in the local arts community. MoAD is uniquely positioned as one of the few museums in the world focused exclusively on African Diaspora culture and on presenting the rich cultural heritage of the people of Africa and of African descendant cultures across the globe.

Position Summary
The Events/Rentals Manager is a key part of the Development Department team and will be responsible for 1) managing facility and event rentals, 2) all internal events: donor fundraising and stewardship events 3) support integration of any relevant programmatic events into development when it is donor related, 4) and identify in-kind and corporate sponsorships for these events. This position reports directly to the Chief Development Officer with whom you will work closely to create successful donor and rental experiences that directly and indirectly support MoAD’s fundraising goals.

The Events/Rentals Manager ensures the vision and mission of MoAD is communicated and demonstrated across all events and experiences while focusing on cultivation and stewardship, understanding that each event acts as a platform for building a pipeline of donors and prospects necessary for a thriving future of the organization.

The position requires the ability to consistently and successfully manage multiple events and deadlines while building authentic, professional relationships with current and potential funders.

The ideal candidate will be passionate about MoAD’s mission, detail-oriented, creative, and experienced with professional event planning based upon strategic thinking, project management, and collaboration. Ideal qualities include an acute interest in learning while being a team-player, clear communicator, detail orientated, flexible in nature, extremely organized, and having the ability to manage multiple priorities with a positive disposition.

The starting range for this role is $65,000 to $80,000, alongside a comprehensive benefit package (including healthcare premiums paid by MoAD at 90% for employees, 60% for dependents). This is
a full-time, exempt position, reporting to the Chief Development Officer, and working primarily on-site in San Francisco’s downtown arts corridor.

**Primary Responsibilities**

Event and Facilities Rentals 60%
Lead and grow our rental program, cultivating a reliable earned revenue stream while increasing MoAD’s visibility

- Schedule, negotiate, and contract all outside rentals
- Provide rental information and conduct on-site tours for potential rental clients
- Serve as house manager for rental events, coordinating in-house security and vendors
- Manage the Rental Events Calendar, confirming all dates and ensuring that all appropriate staff are notified
- Manage department expenses and income

- Collaborate with the Marketing Department to develop an advertising and outreach plan to meet earned revenue goals
- Coordinate with Director of Operations and Facilities to ensure events follow building use guidelines and procedures

MoAD Donor/Member Events 40%
Organize and project manage all internal MoAD events for donors and members

- Responsible for 8-10 Internal Donor and Member Events Annually
  - Annual Gala with goal of $1M+ gross revenue (working in conjunction with event producer)
  - Diaspora Dinner
  - Luncheon
  - Donor Stewardship Events
  - Opening Receptions
  - Artist and Curator Dinners
  - Members Events
• Prepare and manage event budgets, staffing, agendas, timelines, and checklist. Prepare accurate financial reporting. Track debriefs and opportunities for improvement.
• Manage and coordinate events in calendar coordination with programmatic events, taking the initiative on cross-departmental communications and responsibilities as necessary for participation. Request resources as necessary (artists, curators, marketing, programming, etc.)
• Secure competitive bids from vendors.
• Proactive and creative support of the CDO in identifying and securing corporate event sponsorships and in-kind donations.
• Use of MoAD’s CRM (currently Altru) to track events

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications
A strong candidate will:
• Have a strong affinity for MoAD’s mission
• Strong project management experience including supervision and management skills
• Strong vendor management experience with the ability to build and maintain good relationships with outside vendors
• Possess strong organizational, problem-solving, and analytical skills with the ability to manage priorities and workflow
  o Experience with budget management
  o Excellent time management
• Experience and understanding of creative events strategies and production
• Understanding and approach to events as opportunities for prospecting and cultivation
• Be self-motivated with the ability to work both independently and collaboratively
• Demonstrate excellent verbal and written communication skills
• Demonstrate a high level of professionalism in dealing with confidential and sensitive issues
• Familiarity with CRM/donor databases
• Have proficiency with MS Office Suite, especially Excel
• Possess a bachelor’s degree or have demonstrated related work experience, such as 5 years
Physical Demands

- Ability to accurately read written information, communicate via a phone and via email
- Ability to work at a computer for extended periods
- Ability to work primarily on-site, with hybrid work options (currently 2 day/week) available in accordance with MoAD policies and supervisor approval, in addition to off-site production
- Ability to stand and walk for extended periods of time, with occasional lifting, carrying, bending at the waist, kneeling, crouching, and reaching
- Ability to work weekend and evening hours as well as occasional holidays as needed to prepare for and attend various special events.
- Ability to lift up to 50 lbs.

Compensation and Benefits

- The starting compensation range for this position is $65,000-$80,000/year, depending on experience.
- A comprehensive benefits package will be a part of the total compensation, including paid time off (vacation, sick, holiday), 401(k), FSA, pre-tax commuter benefits, and health insurance including medical, dental, vision, and chiropractic, with a generous 90% of employee premiums and 60% of dependent premiums paid by the Museum for our base plan.

To Apply

- To apply please submit a cover letter and résumé to devjobs@moadsf.org with the subject: Events Manager. Please note, applications without a cover letter will not be considered.
- All inquiries will be considered and kept confidential. Please, no phone calls about this position.

Diversity makes us stronger. MoAD is committed to diversity in its programming and creating an inclusive work culture and environment that is reflective of the San Francisco Bay Area. We are an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.