



National Law Enforcement Museum

at the Motorola Solutions Foundation Building

National Law Enforcement Officers Memorial Fund (NLEOMF) Job Description

Position: Events Manager
Incumbent: Open
Reports to: Director of Special Events
Direct Reports: None
Summary of Position:

Support and advance the Museum and Memorial's mission through the management of special events and private events.

Primary Areas of Responsibility:

- Responsible to plan, coordinate and execute all private events at the National Law Enforcement Museum within a defined set of guidelines; including but not limited to private parties, corporate events, fundraisers, member events, events hosted by specific NLEM partners, and Board of Trustee functions.
- Assist in the planning and execution of National Police Week events, National Law Enforcement Officers Memorial events, The Run for the Badge 5K, and National Law Enforcement Museum opening events.
- Assist in obtaining special event public space permits for National Police Week, The Run for the Badge 5K, events at the National Law Enforcement Officers Memorial and potential Museum events.
- Serve as a primary representative for all event inquiries via phone and e-mail.
- Draft invitations, programs, pre and post-event communications for events.
- Manage communication with all internal departments and assigned vendors, including, caterers, contractors and equipment providers to ensure efficient and successful outcomes.
- Maintain accurate and current status of payments and review discrepancies with Accounting, Sales Manager, and Director as needed. Process, manage, and approve all rental invoices.
- Ensure communication and relationships with vendors, clients and other departments are well maintained and are always at a high level of satisfaction
- Supervise/manage/direct the selection, training, development, performance management and work assignments of event volunteers.

Knowledge/Skills/Abilities:

- College degree required.

- Minimum of 2 years special event experience, preferably in a non-profit environment
- Strong verbal and written communication skills.
- Motivated with strong interpersonal skills.
- Excellent multi-tasking skills; able to work independently.
- Detail-oriented with good organizational skills; accuracy in all data entry.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit, stand and walk. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee is frequently required to lift up to 30 pounds, and occasionally up to 50 pounds.

Position will involve an increased workload during the National Police Week. Will include travel to conferences and other events.