

Title: Events and Stewardship Manager
Employee Classification: Full-Time exempt
Reports to: Executive Director
Salary Range: \$50,000 - \$60,000

Location: On-site at The Sailing Museum & National Sailing Hall of Fame

Hours: Museum business hours are 9:30am – 5:30pm, Monday through Friday. Events Management hours will be adjusted evenings or weekends as applicable for special events and flexibility will be appreciated.

Availability: Immediate

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Located in the heart of Newport, RI, The Sailing Museum & National Sailing Hall of Fame celebrates the rich history and vibrant culture of sailing. Our mission is to preserve and share the legacy of the sport while inspiring future generations. Through the museum's interactive exhibits, events and educational programs, we connect visitors with the stories of sailing legends and the importance of maritime heritage. For more than a decade, the National Sailing Hall of Fame has honored those who have made a significant impact on the sport of sailing. Inductees include pioneering sailors, influential designers and dedicated contributors who have left an indelible mark on sailing's history.

## **Position Summary**

The Sailing Museum and National Sailing Hall of Fame is seeking an experienced, detail-oriented, and dynamic Events & Stewardship Manager to lead the planning, coordination and execution of events ranging from public and donor programming to venue rental private functions. This position also supports critical development operations via CRM/donor database management. This role requires a creative and strategic thinker with outstanding organizational skills, strong interpersonal instincts, and an ability to thrive in a small but very active working environment.

The ideal candidate is tech-savvy, process-driven, and passionate about relationship building. Equally at ease producing high-profile events like the National Sailing Hall of Fame induction, managing rentals, analyzing development data, and collaborating across teams, they bring sharp attention to detail, strong systems thinking, and a deep commitment to quality. With sound judgment, resourcefulness, and a proactive spirit, they build lasting relationships and thrive in mission-driven environments.

## **Key Responsibilities**

### **Events & Venue Rental Management - 50%**

- Plan and manage internal/external events, with specific focus on donor events and private venue rentals. Support colleagues with in-house small community programs as needed.
- Plan and manage our yearly National Sailing Hall of Fame Induction events, to include ceremony, cocktail party and luncheon or dinner activation.
- Serve as the main point of contact for all third-party venue rentals and lead end-to-end event logistics in conjunction with external planners as applicable.
- Drive new business by identifying opportunities, engaging prospective clients, and nurturing valuable partnerships.
- Cultivate relationships with event planners, photographers, food vendors, caterers and wedding industry influencers.

- Maintain profiles and actively engage on third-party platforms; represent the museum at regional event trade shows as applicable.
- Lead end-to-end event logistics: scheduling, vendor coordination, permits, A/V, staffing, guest experience, setup, breakdown and billing. Manage contracts, calendars, pricing structures and execution of services.
- Monitor event ROI and customer feedback to continually improve offerings and client satisfaction.

### **Development, Fundraising & Membership Support - 50%**

- Manage donor records in CRM, including gift entry, segmentation, memberships, acknowledgments and reporting.
- Support membership program operations with colleagues as needed, including benefits fulfillment, renewals and events as applicable.
- Deliver exceptional customer service across all interactions, modeling professionalism and flexibility. Communicate effectively with clients, staff and stakeholders.
- Additional administrative duties aligned with a small non-profit working environment.

### **Qualifications**

- Experience in nonprofit development, event planning, venue management, or a related field.
- Incredible attention to detail, with a disciplined approach to daily work and full execution of all assignments.
- Proficiency with Salesforce-based platforms Raiser's Edge or Veeva, Google Workspace, Microsoft Office, MailChimp, Canva, online platforms such as WeddingPro and other tools.
- Excellent writing and public communication skills; confident in outreach and cold calling.
- Strong project management skills, with the ability to juggle multiple deadlines and stakeholders.
- Positive, collaborative team player with a professional and respectful demeanor.
- Ability to work evenings and weekends for events as needed.
- Ability to professionally and effectively represent the organization at external events.

Physical demands typically associated with the position include but are not limited to light work, lifting, reaching, organizing, and moving inventory. The Sailing Museum provides a welcoming and inclusive environment for visitors, volunteers and staff, and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment.

### **How to Apply**

Visit <https://thesailingmuseum.org/about/careers/> to apply online via our submission form. No submissions outside of this process will be considered. Thank you for your understanding. Background check will be required along with references.

***Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that someone meets 100% of the qualifications for a role. If much of this job description describes you, then please apply for this position!***