Montalvo is in search of a dynamic Special Events and Donor Recognition Manager – 30 hours per week. This position is responsible for working with the Development team to ensure the success of fundraising special events, including donor recognition events, dinners (MSG and others), the annual Food & Wine Classic and bi-annual Gala. The Donor Recognition Manager works closely and in partnership with the Executive Director, volunteer planning committee, and other staff.

Responsibilities include, but are not limited to:

- Works closely in partnership with members of Montalvo Development staff, trustees, major donors and volunteers to coordinate two large fundraising events, including Montalvo’s annual Food & Wine Classic and bi-annual Gala.
  - Fundraising events include working with budgets, developing relationships with vendors, overseeing all aspects of production, working with Marketing team to develop collateral, creating reports detailing post event success.
- Works in collaboration with Development team to coordinate logistical aspects of four annual donor recognition events
- Supports 6 Directors Dinners in the evening at our Lucas Artist Residency.
- Supports concert member receptions.
- Supports other Development efforts, as needed.
- Perform other related duties as required.

Education, Skills and Experience:

- 3+ years of experience in fundraising event production
- Ability to work in collaboration with a variety of constituents, including trustees, staff, volunteers, vendors and event guests, to achieve an exceptional event.
- Excellent organizational skills with particular attention to detail and ability to prioritize.
- Highly motivated, positive person with demonstrated ability to manage multiple projects simultaneously under tight deadlines.
- Patient, flexible personality, with the ability to remain calm and make sound decisions quickly and gracefully.
- Ability to work independently and take initiative, as well as part of a team.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Must be proficient with Microsoft Office (Word, Excel, PowerPoint), Microsoft Outlook.

Working Conditions & Physical Tasks:

- Typical office environment; requires the ability to remain seated at a computer workstation for extended periods. Some job functions may be performed outdoors and require walking over hilly and uneven terrain.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.
- Must be able to work evenings and weekends as needed.
- Local travel is required; must have a valid driver’s license and access to own vehicle and clean DMV record.
- Background check is required.

**Compensation:** $30.00 p/hr

To apply, submit your resume and cover letter to Human Resources via email at hr@montalvoarts.org. No phone calls about the position, please. Position is open until filled. Applications will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be offered an interview.

For more detailed information about Montalvo Arts Center visit our website at montalvoarts.org.

Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.

Montalvo Arts Center requires that all employees be fully vaccinated against COVID-19, except as required by law. Any employment offer will be contingent upon satisfactory proof that you are fully vaccinated from COVID-19, subject to reasonable accommodations for medical or religious reasons, and/or as otherwise required by applicable law.