



To preserve, restore, and enhance Memorial Park for the enjoyment of all Houstonians, today and tomorrow.

Special Events Manager

Position Summary

The Special Events Manager supports the planning and execution of a comprehensive portfolio of donor engagement events, ranging from The Park Ball (MPC's signature annual fundraising event) to cultivation and stewardship experiences, to sponsored community events. This role is responsible for executing a cohesive calendar of high-impact events that drive revenue, deepen donor relationships, fulfill sponsorship commitments, and enhance the MPC brand in Memorial Park. This position plays a key role in connecting existing and potential donors to the Park through meaningful, mission-driven experiences.

This role reports to the Director of Annual Giving.

- **Work Location:** Hybrid (regular on-site presence required at Memorial Park; remote flexibility based on role responsibilities and organizational needs)
- **Schedule:** Monday–Friday at 8:00 AM – 5:00 PM; occasional evenings and weekends required based on operational needs (seasonal adjustments may apply)
- **Employment Status:** Full-Time
- **FLSA Status:** Exempt (Salaried)
- **Benefits:** Full-time employees are eligible for medical, dental, and vision coverage; paid time off; short- and long-term disability; and 401(k) retirement plan. Part-time employees are not eligible for benefits.
- **Salary:** \$70,000 - \$75,000

Key Responsibilities

Event Management & Execution

- Oversee the seamless execution of an integrated annual event plan that supports MPC's fundraising, donor engagement, and community engagement goals.
- Support execution of the Development team's master events calendar to ensure strategic scheduling and audience alignment.
- Create detailed project plans, timelines, and run-of-show documents
- Develop and track event budgets, expenses, revenue, invoices, in coordination with Director of Annual Giving.
- Prepare post-event reports summarizing financial outcomes and key performance metrics.
- Partner with the Marketing and Communications team to develop and execute integrated marketing and communications plans for events.
- Ensure timely production of event-related materials, including invitations, signage, programs, and digital content.
- Collaborate with internal teams to manage registration platforms, RSVP tracking, and guest communications.
- Serve as the primary point of contact for event vendors, including but not limited to catering, rentals, AV, entertainment, security, and parking.
- Negotiate contracts and manage vendor relationships to ensure quality and cost-effectiveness.

- Oversee all logistical elements from planning through execution, including setup, on-site management, and breakdown.
- Ensure a high-quality guest experience across all events.

Donor Stewardship & Engagement

- Collaborate with portfolio managers and Development Operations to ensure strategic guest targeting, invitation management, follow-up, and event-related benefit fulfillment aligned with donor engagement goals.
- Track and evaluate attendance, engagement, and sponsor impact metrics.
- Integrate sponsor recognition and benefits into public-facing events in meaningful and visible ways.
- Other duties within reasonable scope

Minimum Qualifications

- Five (5) or more years of progressive event management experience, preferably in nonprofit fundraising.
- Demonstrated success managing revenue-generating fundraising events with measurable outcomes.
- Strong project management skills with the ability to lead complex events from concept through execution while managing multiple priorities and deadlines.
- Experience working with and supporting board members, event chairs, sponsors, and high-level donors.
- Experience managing event-related documentation, including permits, licenses, insurance, and vendor/sponsor contracts, ensuring compliance with organizational and municipal requirements.
- Proven ability to manage vendor relationships, review contracts, and negotiate services and fees.
- Exceptional organizational skills, attention to detail, and follow-through.
- Strong communication and interpersonal skills with the ability to collaborate across departments.
- High level of professionalism, discretion, and ability to maintain confidentiality.
- Proficiency in Microsoft Office and experience with a CRM database; Raiser's Edge preferred.
- Ability to work evenings and weekends as required for events.

Preferred Certifications

- N/A

Physical & Environmental Requirements

- Assist with outdoor programs and events in varying weather conditions.
- Sit or stand for extended periods while working at a computer.
- Lift and carry up to 25 pounds on an occasional basis.
- Move throughout office and park facilities as needed.
- Work safely in high-traffic public environments.

Safety Expectations

All employees share responsibility for maintaining a safe work environment. Staff must follow established safety procedures, use required personal protective equipment (PPE), exercise caution in all work activities, and immediately report hazards, unsafe conditions, or injuries to supervisors.

Disclaimer

This job description outlines the general nature and scope of work for this position. It is not an exhaustive list of all duties, responsibilities, and qualifications required. Additional tasks may be assigned as needed to support Memorial Park Conservancy's mission and operations.

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