

WOLF TRAP

Special Events & Event Rentals

Work behind the scenes with the Special Events team, assisting with the daily planning, logistics, coordination, and execution of Wolf Trap's major fundraising events that help raise \$1.5 million annually. You will also join in on the excitement of hosting private events at Wolf Trap's many unique facilities, assisting with the daily functions of the Facility Rentals program.

- Coordinate set-up and on-site registration at events
- Assist with event invitation and RSVP process by managing information in the donor database
- Execute membership fulfillment and cultivation events
- Interact with donors, prospects, and board members on the phone, through email, and on-site at events
- Other projects include venue and industry research and managing social media accounts
- Other projects include planning silent auctions, members-only trips, marketing/outreach efforts for large events, and industry research

Requirements

- Strong computer skills (MS Word and Excel), experience with Raiser's Edge software is helpful but not necessary
- Outstanding writing, communication, and interpersonal skills
- Efficient organizational skills and ability to multitask
- Exceptional customer service skills, creativity, and initiative

Send cover letter and resume to Daria at dariab@wolftrap.org