

Philanthropy Events Manager

The Philanthropy Events Manager will join a dynamic team of fundraising professionals, helping to advance a forward-thinking strategy for donor engagement through fundraising events. This position is responsible for planning and executing all philanthropy events at the Tennessee Aquarium, in collaboration with the Aquarium's events team, while also identifying opportunities to strengthen existing events, grow event revenue, and develop new fundraising concepts.

Essential Duties & Responsibilities

1. Lead the planning and execution of all philanthropy events, including the Tennessee Aquarium's signature event, as well as cultivation, solicitation, and stewardship events.
2. Manage fundraising events from concept through post-event evaluation, including project timelines, budgets, vendors, contracts, guest lists and registration, invitations, sponsorship fulfillment, fundraising components, event materials, run-of-show documents, on-site execution, and follow-up.
3. Identify and implement strategies to maintain and grow fundraising event revenue, including sponsorships, event partnerships, ancillary fundraising opportunities, and new or expanded fundraising concepts.
4. Collaborate closely with the Aquarium's events team and other departments to coordinate space, food and beverage, production, inventory, staffing, guest experience, and other logistical requirements.
5. Maintain and communicate the annual philanthropy event calendar. Track event revenue, expenses, attendance, sponsorship performance, and other key measures to evaluate performance, identify trends, and support continuous improvement.
6. Perform other duties and support philanthropy initiatives as needed to advance departmental and organizational fundraising goals.

Knowledge, Skills, & Abilities Required

- Excellent communication skills (verbal, written, and listening), with the ability to work effectively across a variety of constituencies, including donors, board members, volunteers, vendors, and staff. Writing skills must exhibit clarity, warmth, accuracy, and the ability to adapt to target audiences.
- Demonstrated ability to independently manage events or complex projects from concept through execution, including managing multiple timelines, deadlines, budgets, and stakeholders.
- Strong organizational and project management skills, with the ability to manage multiple events, communications, and deadlines simultaneously, with confidence and professionalism. Excellent interpersonal and relationship management skills, with a professional attitude and the ability to engage stakeholders in support of the organization's mission and vision.
- Ability to anticipate needs, identify potential problems, and make sound decisions in fast-paced event environments.
- Ability to work collaboratively with internal teams and outside stakeholders, leading with a creative, positive, and solutions-oriented mindset.
- Strong computer proficiency and ability to learn new software, database, and communication platforms quickly.
- Must uphold strict confidentiality in all aspects of the role.

Education & Experience Required

- College degree in a related field required (Non-Profit Management, Public Administration, Communications/Public Relations, Business Administration/Management, Fundraising, Event Management, or a related field).
- Minimum of 2 years of professional experience in event planning, fundraising events, nonprofit development, or a related field, with demonstrated experience independently managing complex events.

Working Conditions

- Typical office environment.



October 2, 2026

- Occasional evening and weekend work for events. Must demonstrate willingness and flexibility to participate in and manage evening and weekend events as needed.

Physical Demands

Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform the essential functions of the position.

- Extended periods of keyboarding and computer use.
- Frequently remains in a stationary position and occasionally moves throughout office and facility spaces.
- Occasionally moves, transports, or positions materials and supplies weighing up to 20 pounds.

Full-time, salaried (Starting at \$55,000/year, commensurate with education and experience); No set schedule, must be willing and able to participate in and manage evening and weekend events as needed.

To apply, submit an online application, resume, and cover letter through the Aquarium's career site at <https://recruiting2.ultipro.com/TEN1003TNAQ/JobBoard/12ee8ae7-931c-4fa4-a24a-ff683f36b8c3/?q=&o=postedDateDesc>

All submissions must be received by **October 16, 2026, at 5:00 PM EST.**