



## **Special Events Manager**

**Type:** Full-Time

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**DEPARTMENT:** Naval War College Foundation, Inc.

**REPORT TO:** Chief Marketing Officer

### **POSITION SUMMARY:**

The Special Events Manager will provide professional expertise and direction in the planning and execution of Naval War College Foundation (NWCF) events. The Special Events Manager will ensure accurate and timely event calendaring and scheduling, staffing and approval of required contracts, price negotiations, venue selection and reservation, guest online registrations, digital signage coordination, oversee event execution, and other administrative support, as required. The Special Events Manager will maintain the highest level of professional standards in keeping with the NWCF mission and values.

### **DUTIES:**

Lead the planning, coordination, and execution of NWCF's events, including but not limited to:

- Annual Newport Open Golf Tournament
- Annual Members' Meeting & Luncheon
- Up to four Board of Trustees Meetings (virtually and in-person)
- Newport National Security Symposium
- Sentinel of the Sea Award Gala
- Salon Dinners
- Fundraisers, receptions, pop-up events and partner-hosted engagements

Develop and manage event calendars, timelines, budgets, and task lists.

Collaborate closely with internal teams and external stakeholders to develop event content, branding, and strategy.

Coordinate logistics including venue selection, contract negotiation, vendor coordination, catering, AV, signage, registration, and transportation.

Maintain accurate records of events and track key metrics, budgets, and in-kind support.

Draft event-related communications, including invitations, email campaigns, briefing materials, and follow-up messages, in collaboration with other members of the Marketing and Communications team.

Oversee on-site event execution, including set-up, run-of-show, and post-event breakdown.

Evaluate event success and implement improvements based on feedback and data. Provide information for Board of Trustee meetings.

Interface with U.S. Naval War College faculty and staff to obtain information in a timely manner.

Represent the Foundation at on-campus events when required.

**Qualifications:**

- Bachelor's degree preferred with 3–5 years of experience in event planning, preferably in a nonprofit or membership-based organization.
- Exceptional organizational skills with the ability to manage multiple events simultaneously.
- Proven ability to meet deadlines, work under pressure, and adapt in a fast-paced environment.
- Strong interpersonal, written, and verbal communication skills.
- Creative thinker with a solution-oriented mindset.
- Proficiency in Microsoft Office and familiarity with event software and email platforms (e.g., Raiser's Edge, MailChimp).
- Availability for occasional evening or weekend work, as needed.
- Ability to travel nationally.

**PHYSICAL DEMANDS:**

- Ability to stand for relatively long periods of time; ability to move freely about buildings and campus unassisted; ability to lift, carry, push, and pull up to 25 pounds with or without accommodation.

**SECURITY SENSITIVE:** Yes

Qualified applicants should forward a cover letter and resume via email to [careers@nwcfoundation.org](mailto:careers@nwcfoundation.org). When responding via email please reference – **SPECIAL EVENTS MANAGER** – in the subject line. Please submit documents in Rich Text (.txt) Word document (.doc) or Adobe Portable Document Format (.pdf). Every effort will be made to acknowledge documents submitted by applicants via email. **NO PHONE CALLS PLEASE.**