



Director of Events Job Description

Organization

The Nashville Public Library Foundation (NPLF) is a nonprofit organization which raises money through private donations to support and enhance the programs and facilities of the Nashville Public Library. Founded in 1997, NPLF has raised more than \$80 million to advance the impact and reach of NPL programs and initiatives. For more information, please visit www.nplf.org.

At NPLF, we are deeply committed to creating a diverse, equitable, and inclusive workplace. We welcome and celebrate the unique experiences, perspectives, and identities that each team member brings. We believe that diversity strengthens our community and enhances our ability to achieve our mission.

Position Overview

The Director of Events will oversee and coordinate fundraising events that celebrate and actively engage our donors, sponsors, and the wider community. These events will effectively recognize their contributions and enhance support for the library. This role involves close collaboration with board members, fundraising volunteers, and partners to create impactful experiences that foster connections and advance the mission of the Library Foundation.

The Director of Events is a key fundraising team member who reports to the Nashville Public Library Foundation (NPLF) President.

Responsibilities

- Collaborate with NPLF staff, consultants, and vendors to design and execute inclusive and engaging fundraising events, including, but not limited to, the annual Literary Award Gala, First Edition Reception, Public Lecture, Picnic with the Library, Carnegie Society Book Club, Library Tours, Library showcase events, donor stewardship event, and partnership events with Parnassus Books.
- In partnership with the fundraising team, lead efforts to secure event sponsorships and philanthropic support, including engaging diverse donors, corporate sponsors, and patron co-hosts.
- Oversee sponsor and patron benefits to ensure meaningful engagement and impact.
- Manage event logistics, timelines, budgets, and vendor relationships, coordinating with the Library's event team for seamless execution.
- Convene and support event committees and giving societies, ensuring inclusive recruitment and engagement of members from diverse backgrounds and lived experiences.
- Partner with the NPLF Director of Marketing and Communications to promote events and cultivate an inclusive, welcoming atmosphere for all attendees.
- Actively contribute to the NPLF DEI Task Force, ensuring that fundraising events and community outreach align with the organization's commitment to diversity, equity, and inclusion.

- Serve as a Library Foundation ambassador, helping build relationships with donors, community members, and key stakeholders.

Qualifications and Requirements

- Bachelor's degree in a related field with at least five years of experience in nonprofit operations, event management, or fundraising.
- Strong project management and organizational skills, with a proven ability to collaborate with diverse teams
- Experience in developing fundraising event strategies and engaging donors and sponsors
- Track record of meeting fundraising goals and deadlines, with the ability to manage multiple priorities in a fast-paced environment
- Excellent judgment, creative problem-solving, negotiation, and conflict-resolution skills.
- Ability to lead and inspire volunteers and board members in fundraising efforts
- Ability to center the goal of maximizing resources for the library while creating unique and special events
- Commitment to equity, inclusion, and accessibility, ensuring that events are welcoming and representative of the community served
- Candidate should have a strong work ethic with the understanding that evening and weekend work may be occasionally required, along with the flexibility to commit additional hours during peak times, such as around major events
- Collaborative and solutions-oriented leader contributing to strategic planning and day-to-day event execution, fostering a positive and productive work environment
- Familiarity with Raiser's Edge or similar donor management software preferred

Compensation and Benefits

The Director of Events role is a full-time, 40-hour per week position. Depending on experience, the salary range is \$68,000 - \$73,000.

Benefits:

- 100% Employer-paid health for employee
- 401K Plan (with 6% employer match) after one year of employment
- Flexible Spending Account options
- Free garage parking and monthly phone stipend
- Hybrid work-from-home schedule
- 4 weeks of PTO

Why Join Us?

At NPLF, you'll be part of a vibrant, collaborative team making a real difference for the Nashville Public Library. This position offers an opportunity to engage with diverse and passionate individuals who are dedicated to enhancing public library programs and services. We offer competitive pay, comprehensive benefits, and a flexible, inclusive work environment.

How to Apply:

Please submit your resume and a cover letter to jobs@nplf.org. In your cover letter, tell us why you're excited about the opportunity to support the Nashville Public Library Foundation and how your skills align with this role.

