



## **Engagement and Outreach Manager**

Reports: President

Position Type: FSLA Exempt position

Position open until filled

The Engagement and Outreach Manager is an essential part of the Virginia War Memorial Foundation team and works closely with Foundation staff as well as the state staff of the Virginia War Memorial. The ideal candidate will be an efficient and welcoming first-time connection for many Memorial visitors and potential clients. This frontline manager builds community awareness and engagement, cultivates partnerships, and encourages a robust fundraising environment.

### **Key Responsibilities**

#### **Event Planning and Execution**

Leads the planning and execution for all Virginia War Memorial Foundation events, including evening and midday lectures, an annual fundraiser, and other core-mission related functions. Responsibilities also involve coordinating meeting logistics, arranging AV, room set-up, and securing refreshments and meals for board and committee meetings.

#### **Facility Rentals**

Manages third-party rentals of the facilities for private events, with an emphasis on daytime events. This includes negotiating and writing contracts, coordinating logistics, marketing the availability of the facilities to appropriate clients, and ensuring client satisfaction.

#### **Retail Sales**

Manages the Virginia War Memorial Foundation retail operation for the Joseph A. Weinberg Memorial Store and online shop, including purchasing, promoting products and inventory management to drive sales and engagement.

#### **The Mighty Pen Project (MPP)**

Supports this tuition-free creative writing program for veterans, now in its eleventh successful year. The Engagement and Outreach Manager provides coordination between the class instructor, the students, third party vendors, and other staff to ensure program success.

## **Desired Qualifications**

- Exceptional communication and interpersonal skills
- Strong event planning and project management experience
- Demonstrated ability to manage retail or merchandise operations
- Experience with community engagement or partnership development
- Comfortable use of technology for communication, planning, and retail (e.g., CRM, POS, online platforms)
- Passion for the mission of veterans, history, and storytelling is a plus

## **Essential Physical Requirements:**

Candidate must be able to remain in a stationary position for long periods of time, type and observe close details on a computer screen, and move boxes or equipment up to 20 pounds.

## **Salary and Schedule**

Starting salary is \$57,000. The work schedule is flexible as the Engagement and Outreach Manager is often required to work weekend or evening hours to accommodate rentals and special events. The Virginia War Memorial Foundation is proud to offer excellent benefits to eligible employees, including paid leave, paid holidays, life insurance, retirement plans, and medical benefits.

## **About the Virginia War Memorial Foundation**

Established in 2000, the Virginia War Memorial Foundation is a 501(c)(3) nonprofit corporation that supports educational outreach, patriotic events and programs, exhibits, and documentary films of the Virginia War Memorial. Its mission is to support the Virginia War Memorial in its efforts to preserve the stories of veterans who made the ultimate sacrifice, to honor all veterans and active-duty military, and to inspire love of country through education. The Foundation depends on the generous support of individuals, corporations, military and veterans organizations, civic groups, and grants for its funding.

Resumes may be submitted to Pam Seay at [pseay@vawarmemorial.org](mailto:pseay@vawarmemorial.org).