



**Position:** Donor Engagement and Events Manager

**Reports to:** Director of External Affairs

**Updated:** June 2026

### **Job Summary**

Mount Washington Observatory (MWOBS) is a nonprofit, member-supported research and educational institution that has operated a weather station on the Northeast's highest peak for over 90 years. The Donor Engagement and Events Manager reports to the Director of External Affairs with a focus on event planning and management, sponsor development, donor stewardship, and fundraising appeals.

This role develops and implements the annual Seek the Peak event format, logistics, and sponsorships, while managing all aspects of a defined calendar of donor cultivation events developed with the Director of External Affairs and organizational leadership. The manager is also responsible for building new corporate sponsorships aligned with MWOBS's mission. As an externally facing fundraising professional, the position implements specific donor care tasks, stewards mid-level donors, and supports campaign development and communications.

This role provides opportunities for professional development, working remotely on occasion, and setting flexible hours. To be considered for this full-time, year-round role, applicants should submit a cover letter and resume by email to [jobs@mountwashington.org](mailto:jobs@mountwashington.org). Please reference "Donor Engagement and Events Manager" in the subject line. A complete description of job responsibilities can be found below.

### **Primary Duties and Responsibilities:**

- Oversee development and planning for Seek the Peak, MWOBS's largest community fundraiser, evolving the event from year-to-year based on strategy, participant feedback, and Development Committee input. Lead event sponsor pitching and commitments, logistics project management, and planning while delegating tasks and supervising a seasonal logistics assistant when needed.
- Facilitate development of an 18-month cultivation and public event schedule while coordinating event planning and logistics, venue agreements, scheduling and invitations, catering, presentation development, CRM data entry, etc.
- Support corporate sponsor marketing deliverables while building new sponsorships with brands that align with long-term sponsorship strategy, help MWOBS meet annual cash and in-kind revenue goals, and leverage synergy with Seek the Peak sponsors.
- Perform stewardship tasks as documented in the donor care matrix to build relationships with a defined segment of mid-tier donors.
- Collaborate in the development and execution of print and digital marketing initiatives that support events and fundraising campaigns, strengthening audience engagement through compelling, brand-aligned visual communications.
- Maintain accurate, detailed records of all donor interactions in Bloomerang while cross-training to build expertise in gift entry, reports, imports, and other CRM workflows. This position may be called upon to help process gift acknowledgement letters when needed.
- Manage gear fulfillment for MWOBS staff in collaboration with EMS and other sponsors.

- Communicate with donors by phone, email, and written correspondence to provide membership and events information. Answer emails and phone calls, providing excellent customer service.
- Implement, with the External Affairs team, an annual giving plan using mail, email, phone, and social media in accordance with annual goals.
- Like all MWOBS employees, serve as an ambassador for this unique nonprofit and carry the responsibility of always being a good representative in the community.
- Other duties and special projects as assigned.

### **Education and Experience**

The Donor Engagement and Events Manager possesses a minimum of a Bachelor's Degree. Experience with CRM software and proficiency in Microsoft Office suite are preferred. Nonprofit experience is a plus.

### **Knowledge, Skills, and Abilities**

- Demonstrate empathetic disposition and convey sensitivity to the needs of donors, co-workers, and all stakeholders.
- Record of high level of customer service/member/donor care.
- Excellent written and verbal communications skills.
- Knowledge and experience with data entry systems and reporting.
- Highly detail-oriented, focused, and goal-oriented with a strong initiative and growth mindset.
- Background or strong interest in event planning.
- Excellent project- and time-management skills and being highly organized are a must.
- Ability to prioritize, solve problems, multi-task, and follow through with minimal direction.
- Ability to use online webinars and other self-led training resources for professional development.
- Ability to work independently with minimal supervision and collaboratively as a team member.
- Ability to maintain high level of confidentiality and adhere to the highest ethical standards.
- Willingness to pitch in when/where needed.
- Upbeat, positive attitude and good sense of humor a plus.

### **Work Environment**

This position is based at the Mount Washington Observatory's office in North Conway, NH. Some limited travel will be required at times, including to the summit of Mount Washington for development events and other cultivation activities. Occasional evening and/or weekend work may be required.

### **Benefits and Compensation**

This position qualifies for the standard benefits package for full-time employees. Current employee benefits include generous paid time off, all 12 paid federal holidays, health, vision, and dental insurance, short and long-term disability insurance, life insurance, a retirement plan after six months of service, complimentary gear from our sponsors, and discounts on our retail items. The starting salary range for this role is \$55,000 to \$60,000, commensurate with experience.

### **Hire/Fire Responsibility**

This position has no hire/fire responsibility.

### **Employment at Will**

This job description does not constitute an employment agreement between MWOBS and employee and is subject to change as needs evolve.