CAPE ANN Museum

Events & Stewardship Manager

ABOUT THE OPPORTUNITY

The Cape Ann Museum (CAM) is a leading regional museum, a cultural treasure and a force unto itself on Cape Ann, located at the epicenter of artistic and maritime history in the Northeast. The Museum's nationally significant collections include fine and decorative arts, as well as artifacts relating to Cape Ann's earliest days as a major fishing and shipping port, its mid-19th-century role in the granite industry, and the many artists drawn to its singular qualities of light and sea. These include such renowned painters and sculptors as Fitz Henry Lane, Winslow Homer, Cecilia Beaux, John Sloan, Edward Hopper, Milton Avery, Anna Hyatt Huntington, and Walker Hancock.

In summer 2026, the Museum celebrated the opening of *Avery, Gottlieb & Rothko: By the Sea*, a landmark exhibition exploring the connections between three major American artists and the sea. The exhibition coincided with the reopening of the Museum's Downtown Campus and its revitalized galleries, which underwent significant renovations following the success of the CAM150 Capital Campaign. These milestones mark an exciting new chapter for the Museum, enhancing its ability to share its exceptional collections, welcome new audiences, and deepen its engagement with the community.

A key priority for CAM is to grow its membership, strengthen relationships with existing supporters, and expand its philanthropic community. The Museum seeks to cultivate meaningful connections across generations and backgrounds, ensuring that membership, stewardship, and fundraising initiatives contribute to its long-term sustainability and continued growth.

JOB SUMMARY

The Events & Stewardship Manager reports to the Director of Development and is responsible for planning and executing member events, donor cultivation opportunities, stewardship initiatives, and fundraising events throughout the year. This role oversees CAM's portfolio of development-related events and designs and implements meaningful engagement opportunities across the Museum's multi-tiered membership structure. These offerings include, but are not limited to, exhibition openings, member benefit events, cultivation gatherings, and fundraising initiatives.

Building on the momentum of the CAM150 Capital Campaign, the reopening of the Museum's Downtown Campus, and the revitalization of its galleries, the Events & Stewardship Manager will help shape the next chapter of CAM's engagement with its members, donors, and broader community. Through thoughtful stewardship, creative programming, and inclusive approaches to audience development, this role will strengthen existing relationships while cultivating new generations of Museum supporters.

The successful candidate will combine exceptional organizational and project management skills with creativity, sound judgment, and a strong commitment to relationship-building. They will be adept at managing complex projects and competing priorities under tight deadlines while maintaining the highest

standards of quality, service, and professionalism. Working collaboratively across departments, the Events & Stewardship Manager will help ensure that Museum events reflect CAM's mission, advance its fundraising goals, and create welcoming, memorable experiences for a diverse range of audiences.

KEY RESPONSIBILITIES & DUTIES

Event Planning and Execution

- Plan, coordinate, and execute CAM's portfolio of membership, stewardship, cultivation, and fundraising events, including exhibition openings, donor gatherings, and member benefit events.
- Manage all aspects of event production, including invitations, guest lists, registration, catering, vendor coordination, event logistics, budgets, and post-event follow-up.
- Develop and manage detailed project plans, production schedules, and event timelines, coordinating multiple stakeholders, vendors, and internal deadlines to ensure that events, invitations, fundraising initiatives, and related materials are delivered accurately, on schedule, and within budget.
- Anticipate potential challenges, proactively resolve issues, and adjust plans as needed to ensure seamless execution across multiple concurrent projects and time-sensitive initiatives.
- Serve as the primary liaison among CAM leadership, staff, Development volunteers, and external partners to ensure the thoughtful, professional, and high-quality execution of events.
- Coordinate the development and production of electronic and print materials related to events, including invitations, calendars, and other event collateral, working closely with the Museum's brand design consultant and print vendors.
- Manage relationships with outside vendors, including caterers, florists, musicians, printers, and other service providers, ensuring quality, reliability, and cost-effectiveness.

Stewardship, Membership, and Philanthropic Engagement

- Design and implement thoughtful, audience-responsive stewardship strategies that deepen relationships with existing members and donors while creating meaningful opportunities for new audiences to engage with the Museum and become long-term supporters.
- Manage cultivation events and upper-level membership benefit programs for individual households, developing experiences that recognize support, strengthen relationships, and encourage continued engagement.
- Plan and execute CAM's fundraising events, developing and implementing solicitation campaigns across multiple channels in partnership with the Museum's brand consultant/designer and internal colleagues, while remaining mindful of budgets and fundraising goals.
- Work closely with Development colleagues to ensure timely and personalized post-event outreach, identify opportunities for further engagement, and support pathways from event attendance to membership, volunteerism, and philanthropic giving.

Audience Development and Community Engagement

- Develop and implement creative, inclusive, and accessible events and engagement opportunities that broaden the Museum's community of supporters, with particular attention to engaging younger adults, first-time visitors and emerging philanthropists.
- Explore new event formats, community partnerships, and approaches to participation that foster meaningful connections with the Museum's collections, exhibitions, and mission.
- Collaborate with colleagues across Development, Curatorial, Education, Communications, and Visitor Services to create engaging experiences that connect audiences with the Museum and encourage continued participation.
- Identify opportunities to build relationships with new constituencies and develop pathways that encourage repeat visitation, membership, volunteerism, and philanthropic support across generations and backgrounds.

Evaluation and Continuous Improvement

- Track and evaluate event attendance, participation, expenses, fundraising performance, and audience engagement.
- Maintain accurate event and constituent records in the Museum's customer relationship management (CRM) system and ensure timely documentation of relevant interactions and follow-up.
- Gather feedback and analyze results to strengthen future events, improve stewardship strategies, identify new engagement opportunities, and support the Museum's broader Development goals.
- Other duties as assigned.

REQUIREMENTS & QUALIFICATIONS

Experience and Skills

- Minimum of three years of professional experience in event management; experience in fundraising and at a cultural or nonprofit institution preferred.
- Demonstrated experience developing, managing, and implementing events, stewardship initiatives, and relationship-building programs.
- Exceptional project management skills, with a demonstrated ability to prioritize competing demands, manage complex logistics, coordinate multiple stakeholders, and meet tight deadlines while maintaining a high standard of work.
- Strong organizational and analytical skills, with the ability to develop detailed timelines, manage budgets, anticipate challenges, and solve problems proactively in a fast-paced environment.
- Excellent relationship-building skills and the ability to work effectively with senior leadership, staff, volunteers, donors, members, and external vendors.

- Excellent written and verbal communication skills, including the ability to develop clear, engaging event communications and support fundraising and stewardship initiatives.
- Experience with customer relationship management (CRM) systems, preferably those used for development and fundraising, and an understanding of the importance of accurate constituent records and timely follow-up.
- Demonstrated creativity and curiosity about new approaches to event programming, audience engagement, and community-building, including opportunities to engage younger adults and first-time Museum supporters.
- Experience tracking event budgets, participation, and fundraising outcomes, with the ability to use feedback and results to inform future planning.
- Demonstrated integrity, professionalism, and discretion when handling confidential or sensitive information and materials.
- Ability to execute tasks thoroughly, accurately, and efficiently while managing multiple competing priorities and time-sensitive projects.
- Self-motivated, collaborative, service-oriented, and solutions-focused, with the ability to work independently while contributing to a team.
- Ability to work evenings and weekends as required.

Knowledge and Education

- Bachelor's degree preferred.
- Familiarity with the North Shore and/or museums and other cultural organizations is a plus**.**

Status: Full-time, exempt

The Cape Ann Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.

Applications will be reviewed on a rolling basis, with priority given to applications received by Friday, November 13, 2026. Applications will be accepted until the position is filled.

For consideration, please submit a cover letter and résumé to resumes@capeannmuseum.org. Materials may also be submitted by postal mail to:

Human Resources
Cape Ann Museum
27 Pleasant Street
Gloucester, MA 01930