

Position Specification

Organization: National Archives Foundation
Position Title: Special Events Coordinator
Reports To: Special Events Manager
Location: Washington, DC

The National Archives Foundation (NAF) is seeking a Special Events Coordinator.

As the nonprofit partner of the National Archives and Records Administration (NARA), NAF is dedicated to generating financial and creative support and public awareness for exhibitions, public programs, capital projects, strategic partnerships, and civic and educational initiatives. NAF advances its mission by inspiring a deeper appreciation of our country's heritage and encouraging citizen engagement in our democracy by introducing America's records to people around the U.S. and the world.

NAF partnerships with the NARA have produced numerous achievements over the years, including the renovation of the Rotunda, where the Charters of Freedom are on display, the creation of the Public Vaults permanent exhibition space, the development of the DocsTeach.org education resource, and the David M. Rubenstein Gallery's "Records of Rights" permanent exhibition.

Additionally, NAF has supported numerous notable special exhibitions and public programs. The annual Gala is a highlight of the year, bringing together influential figures from business, society, and government to recognize an individual whose work has fostered a broader national awareness of the history and identity of the United States through original records.

The NAF is currently engaged in a capital campaign that will increase support for new civic and educational programming, as well as develop and build a new, highly interactive, state-of-the-art, multi-million-dollar permanent exhibition at the National Archives Museum in Washington, DC.

Cultivating an inclusive staff is at the heart of the National Archives Foundation's focus on advancing equity. We value and encourage candidates of all backgrounds to apply.

Position Scope and Responsibilities

The position will provide support to the Foundations' Special Events team in the successful completion of all Foundation hosted and private events.

This is a full-time hybrid position. The candidate has the opportunity to work from home but is required to be in the office a minimum of two days a week but likely more due to the client facing in-person requirements of this position. The position will require some visitor, donor, and sponsor engagement, as well as participation in evening and weekend events from time to time, including presenting and engaging with tours at the historic National Archives Museum. The ideal candidate must possess excellent people management and customer service skills. Interest in nonprofit fundraising and a passion for American history, civic engagement, and/or museums are highly desirable.

Specific duties include but are not limited to:

Administrative & Team Support

- Provide administrative support for the Special Events team, including RSVP and revenue tracking, invoicing, and data entry.
- Assist with logistics for quarterly Board meetings and other institutional gatherings.
- Draft and distribute internal event production documents (burn permits, vendor forms, staffing plans, signage).
- Monitor office supplies and manage procurement for the department.
- Support cross-departmental initiatives and other duties as assigned.

Event Inquiries & Client Relations

- Serve as the first point of contact for event inquiries, responding promptly and professionally.
- Manage scheduling requests and coordinate with NARA staff to secure event spaces.
- Confirm space reservations and communicate details clearly with clients.
- Schedule client meetings, walkthroughs, and site visits.
- Build and maintain positive relationships with potential clients and partners.

Event Operations

- Provide on-site support for Foundation-hosted and private events, including evenings and weekends.
- Coordinate vendor logistics, including load-in, setup, breakdown, and compliance with facility requirements.
- Partner with vendors, facilities, security, and NARA staff to ensure seamless event execution.
- Conduct tours of National Archives event and exhibition spaces.
- Support major Foundation programs, including the annual Gala, exhibition openings, and donor engagement events.

Qualifications

- Bachelor's degree in event management, hospitality, communications, or related field
- 1–2 years of professional experience in events, hospitality, or related fields (nonprofit or cultural institution experience is a plus).
- Strong interpersonal and communication skills, with ability to liaise effectively across diverse stakeholders.
- Proven organizational and problem-solving abilities, with capacity to manage multiple priorities and deadlines.
- Customer-service mindset with excellent phone, email, and in-person communication.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint,); Raiser's Edge, Accruent (EMS), Social Tables, & G-Suite (Google) preferred.
- Ability to work independently and collaboratively within a team environment.
- Flexibility to work evenings, weekends, and occasional holidays as event schedules require.
- Professionalism, discretion, and a strong attention to detail.

The National Archives Foundation is an Equal Opportunity Employer. Diversity of ideas and opinions is paramount in our workplace, advancing our mission to educate Americans and

inspire a deeper appreciation for our nation's history. All qualified candidates will be reviewed regardless of race, sexual orientation, or religion.

Resumes are reviewed on a rolling basis. The Salary Range is \$50,000 to \$55,000 annually. Please email your resume, cover letter, and three professional references (references will only be contacted if the candidate is selected as a finalist).

Interested candidates, please apply online to jobs@archivesfoundation.org