



Position Title:	Events Officer		
Reports To:	Director of Annual Giving & Alumni Relations		
Department:	MDC Foundation	Job Code:	2960
Prepared By/Date:	Carol Flynn/04-2007	Job Group:	PENC
Approved By/Date:	Glenn Kaufhold/04-2007	Salary Grade:	14
Revised:	Jennifer C. Brito/05-22-2007	FLSA Status:	Exempt

Summary:

The Events Officer creates designs, implements, and manages events for the Foundation. Decision making authority includes selection of vendors and assignment of volunteers to particular roles.

Essential Duties and Responsibilities:

- Designs and implements all aspects of events related to donor recognition, alumni awards, Endowed Teaching Chair awards, and alumni relations.
- Manages the creation and implementation of foundation events.
- Develops timelines for completion of projects.
- Recruits, trains and supervises volunteers in the implementation of events.
- Ensures that sponsors receive benefits to which they are entitled.
- Manages external vendors including hotels, caterers, musicians, florists, rental companies, and others.
- Develops and manages event budgets within established guidelines. Refers budget decisions to the Director of Annual Giving & Alumni Relations or the Director of Donor Relations. Refers contract approval to Executive Director & CEO.
- Develops and maintains preferred list of vendors for events.
- Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

Knowledge, Skills and Abilities:

- Knowledge of event management, marketing, and public relations methods and techniques.
- Knowledge of catering, and facility rentals.
- Excellent organizational skills, presentation skills and communication skills (both oral and written).
- Excellent interpersonal and networking skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong leadership skills with the ability to be persuasive and influential.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to prepare and manage budgets and resources.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Ability to work in a multi-ethnic and multi-cultural environment with user communities of diverse

backgrounds and skill levels including alumni, students, and staff, as well as others within the College Community.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally lift and/or move up to 25 pounds for event venues and campus travel. The employee is frequently required to stand; walk; talk and hear; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in a related field of study such as Business, Public Relations, or Marketing and five (5) years of experience in event management experience, preferably in a non-profit setting or related experience in sales, development, or non-profit marketing.
- Evening and weekend work is sometimes required.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name