Job Description & Expectations

Job Title: Special Events Manager

Department: Office of Communication & Brand Management

Grade: 

Status: Full Time (Exempt)

Reports To: AVP of Communication & Brand Management

Job Summary:

This position would be responsible for the planning and implementation of all University special events and functions; will work with the President, Department of Communication and Brand Management, Institutional Advancement, Student Affairs, Admissions and Alumni and other members of the campus community to collaboratively plan high quality events and functions; will help to identify and facilitate discussion and decisions about issues affecting events; and will ensure that high standards, President and/or campus wide priorities are reflected in the planning and presentation of events. The Special Events Manager will interact with, and events will serve, diverse and distinguished guests, including faculty, staff, students, alumni, SCU Regents, donors, visiting dignitaries, community members, etc.

Job Responsibilities:

- Provide leadership, professional expertise, and direction in the planning and execution of high quality events and functions. Examples include: Extravaganza, Graduation, New Student Orientation, Integration Week, White Coat, Campus Preview Days, President’s Roadshow, Alumni “Meet & Greets”, Legacy Luncheon, high profile donor cultivation and fundraising events, VIP campus tours, Club Lecture series, etc.
- Plan collaboratively with campus constituents, and others to create an annual calendar of special events that maximizes potential impact and benefits in critical areas of donor stewardship and recognition, government and community relations, alumni relations, etc.
- Identify and participate in discussion and decision-making about strategies, opportunities, potential conflicts, and other issues related to the successful production of events.
- Develop and/or maintain professional standards and procedures for production of events in keeping with the image and reputation of SCU. Serve as the central campus resource, along with the CPAO, for matters of university protocol (e.g., event format, image projection, and etiquette to be observed).
- Prepare pre-and-post event analysis, and assess opportunities and make recommendations for internal and external constituencies, and implement those improvements as appropriate.
- Serve as the representative of the President, along with the CPAO, in the execution of events for which he or his designee are hosts, or when their involvement is expected; interface with other campus departments to manage events on their behalf.
- Provide leadership and direction in performance of details of event production, with emphasis on high standards for customer relations, attention to detail, protocol, and etiquette. Ensure the
appropriate tone, schedules, and appearance of all events-related invitations, programs and correspondence are in compliance with University policy and procedures.

- In partnership with key staff, develop and/or ensure utilization of standardized systems and technology to automate elements of event planning, tracking, and production whenever possible.
- Develop productive working relationships with campus and community resources.
- Prepare, manage, and monitor event budgets, anticipating costs of production, technical, and promotional needs.
- Ensure compliance with University accounting, audit and fiscal controls.
- Negotiates and contracts with vendors for a variety of goods and services related to special events planning. Monitors delivery of goods and services to ensure contract terms are satisfied.
- Attendance required for evening and weekend events.
- Position may oversee students, and volunteers.

Required:

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Prioritizing, implementing, and managing multiple projects and due dates.
- Effectively working with diverse and multicultural persons.
- Computer, web and database maintenance skills.
- Following and upholding all University policies and departmental procedures.
- Demonstrated proficiency in written and oral communications.
- Knowledge of social and university procedures of protocol and etiquette.
- Ability to listen carefully to understand, respond, and problem-solve effectively to address concerns and interests of campus constituents, guests, vendors and others as needed.

Job Specifications:

Education: Bachelor’s Degree preferred.

Experience: Candidate should have a minimum of 3-5 years of experience in special event planning and coordination, fundraising management and alumni and volunteer management.

Technical: Computer literate, working in Microsoft Windows environment (Word, Excel, PowerPoint, Outlook)

Updated: May 2014