

## Job Description

<b>Job Title:</b>	Sponsored Events and Programming Director	<b>Grade:</b>	M
<b>Report To:</b>	Executive Director of Development	<b>FLSA:</b>	Exempt
<b>Department:</b>	Foundation	<b>Employment Type:</b>	Full-Time
<b>Unit:</b>	Institutional Advancement	<b>Supervise Other(s):</b>	No

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### General Function:

Supports the development function of the Office of Institutional Advancement through the planning and coordination of an arts and humanities series, fundraising events, strategies, and programs to increase community engagement with and philanthropic support of the college.

### Characteristic Duties and Responsibilities:

1. Arts & Humanities Series
  - Plan and coordinate quarterly art and humanities series, featuring prominent authors, performers, and artists
  - Lead internal events committee to gather input and identify potential arts and humanities series authors, performers, and artists
  - Manage event budget
  - Establish sponsorship levels and corresponding benefits, and work in collaboration with development staff to secure annual sponsorship support
  - Collaborate with Foundation staff to steward sponsors and key stakeholders
  - Develop series ticket sales packages
  - Work with college's marketing department to create and implement marketing strategies
  - Engage college faculty to ensure student participation in series events
  - Cultivate relationships with community organizations and local businesses to develop partnerships, with the goal of broadening series attendance and growing sponsorship revenue
  - Provide onsite assistance at series events
  
2. Foundation Events
  - Lead strategic visioning, coordination, execution, budgeting, reporting, and evaluation related to annual fundraising events
  - Manage volunteer planning committees for such fundraising events as Swirl and Sporting Clays Classic
  - Oversee identification, cultivation, solicitation, and stewardship of event sponsors and auction donors

*Official transcripts and college diplomas must be from a regionally accredited institution.*

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- Work with college’s marketing department to create and implement marketing strategies
  - Provide onsite assistance at events
3. Performs other duties as assigned.

### **Minimum Requirements:**

Bachelor’s Degree in Communications, Marketing or a closely related field and three years of work experience in project management and/or event planning

### **Knowledge, Skills, Abilities and Worker Characteristics:**

- Excellent written and oral communications skills
- Strong listening and questioning skills
- Ability to make sales presentations
- Exceptional time management, organizational and follow-up skills
- Ability to manage multiple tasks simultaneously
- Strong leadership skills
- Collaborator who enjoys working with groups
- Knowledge of fund-raising fundamentals and practices
- Excellent interpersonal and community relations skills
- Ability to communicate and work effectively within a diverse community
- Ability to research, compile, analyze, and prepare information for reports

### **Working Conditions:**

Typical office environment. Occasionally responsible for light lifting. May have prolonged periods of standing.

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