



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 07/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Advancement Events

JOB SUMMARY

Under direction of the Director for Alumni Relations, the Manager, Advancement Events will provide leadership and professional expertise in the planning and implementation of events for University Advancement, TWU Foundation, TWU Alumni Association and other ad hoc events and functions that are highly visible or primarily public facing. The incumbent will work with the Vice President for University Advancement and University Advancement staff, as well as other members of the campus community to collaboratively plan high quality events and functions. He/She will help to identify and facilitate discussion and decisions about issues affecting events; and will ensure that high standards are met, and campus-wide priorities are reflected in the planning and presentation of these events. The incumbent will interact with, and events will serve, diverse and distinguished guests, including: faculty, staff, and students TWU Foundation Directors; donors to the campus; community members; etc. Work is performed under limited supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director for Alumni Relations

Supervises: No supervisory responsibility

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Provides leadership and direction in the execution of high quality occasions and ceremonies that advance campus priorities related to fundraising and alumni relations, and provide the platform for recognition of distinguished accomplishments or guests.
- Serves as the representative of University Advancement in the execution of events it hosts, or when its involvement is expected.
- Receives or makes recommendations on program content and organization.

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- Oversees event program development independently or in concert with program sponsor.
- Oversees event program development including recruiting and/or facilitating coordination and briefing of speakers/presenters, develops program agendas and determines order of speakers.
- Provides leadership and direction in performance of the details of event production, with emphasis on high standards for customer relations, attention to detail, protocol, and etiquette.
- Ensures the appropriate tone, schedules, and appearance of all events-related invitations, programs and correspondence.
- Ensures implementation of events objective in compliance with University policies and procedures.
- In partnership with key staff, develops and/or ensures utilization of standardized systems and technology to automate elements of event planning, tracking, production, and registration.
- Develops productive working relationships with campus counterparts and community resources.
- Prepares, manages, and monitors event budgets, anticipating costs of production, technical, and promotional needs.
- Clarifies funding source for events not sponsored by University Advancement.
- Ensures detailed event financial information for fiscal control purposes.
- Assumes accountability for the accuracy and integrity of unit records.
- Ensures compliance with University accounting, cashiering, audit and fiscal controls.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Four years experience in high-end event planning. Experience in higher education administration and/or fundraising, preferably at a research-intensive institution or institutions. Demonstrated success and effectiveness in a positive return on investment from producing events.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Basic understanding of charitable gift regulations as described by the IRS.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff and the public.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to handle multiple projects.
- Ability to provide attention to detail.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to work a flexible schedule.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.