



University Advancement Events Specialist (full-time, 35 hours/week)
University Advancement
Position 102022

Position Summary: The University Advancement Events Specialist is responsible for assisting the Director with coordination and management of the division's highest priority signature events, the Cardinals Tribute Dinner, Cardinal Weekend, and the annual Scholar/Donor Dinner. Additionally, he/she will support the logistics of endowed professorship installations, awards programs, and eventually campaign events ranging from 50 to 2000+ people. The Specialist will work in concert with Advancement leadership to ensure that the event strategy is effectively supporting the donor and prospecting strategies and priorities. The position oversees the management of aspects of event/programs as assigned, in conjunction with the Director, including programming, promotion and budget management. The Specialist will serve as point of contact between University Advancement and University procurement, general counsel, and contracting offices. The Specialist will provide pre-event, on-site, and post-event planning and execution working in concert with the Director and AVP or VP "Clients".

Essential Responsibilities Include: Support the Director of University Advancement Events in all aspects of event coordination and execution. Work in collaboration with the University Advancement office to organize payments to vendors for event expenses. Assist the Director in planning, organization and coordination for three University signature events – Cardinal Weekend, the scholar/donor dinner and the Cardinals Tribute Dinner. Provide pre-event, on-site, and post event planning and execution as needed. Work with University Advancement team members on planning their respective events as necessary. Coordinate with divisional colleagues to ensure that they effectively leverage University events. Serve as the secondary liaison for University Advancement with the new University Special Events office. Serve as organizer and Specialist for endowed professorship installations campaign events and awards programs as assigned. Manage registration processes and communicate with registered guests, as needed. Work with gift officers and the stewardship office to ensure timely, personal and appropriate donor follow up from all events, like photo distribution and email blasts.

Minimum Qualifications: Bachelor's Degree with two (2) years' experience in education, non-profit or similar work setting dealing with all aspects of event management. Supervisory experience preferred, but not required. Experience in production of print and electronic media for targeted audiences is desirable.

Working knowledge of Microsoft Office applications and ability to learn new software programs and functions including donor database and online community. The Specialist must demonstrate a high level of organization, initiative, professionalism, flexibility, and discretion. Ability to accept and process feedback and a collaborative working style are essential.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102022 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission and vision of *The Catholic University of America*. Position is open until filled.

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