JOB TITLE: Development Events Coordinator
DEPARTMENT: Development
SUPERVISOR: Donor Development Director
FSLA STATUS: Non Exempt

MAJOR PURPOSE:
The Development Events Coordinator is responsible for the implementation of all special events for the purpose of engaging and building key relationships with prospects, supporters, donors, alumni, board, community, church partners and committee members. This position will assist with all Development department events for William Jessup University, including, but not limited to, annual campaign, capital campaign, academic, philanthropic, community and ceremonial/celebratory functions the University deems purposeful.

ESSENTIAL FUNCTIONS:
1. Design, coordinate and assist with all aspects of each assigned University special event; including donor and capital development, church partners, alumni, board of trustee and community events.
2. Develop each special event’s assigned budget; giving regular updates to direct reports and being responsible for budgetary stewardship and accountability.
3. Upon assignment, the coordinator will meet, assist and attend various special event committees and structural meetings.
4. Work directly with the Donor Development Director (Development Department) on campus and University beautification, marketing and design presentations; i.e., banners, donor walls, reveals and celebration style and presentation evaluation.
5. Work with Facilities, Coordinator of Events and Campus Scheduling and internal processes to bring about coordination and communication for all special events. Determine and self-select involvement in relationship to schedule external (groups, organizations) events on campus.
6. Responsible for data capture systems for each University event, i.e. capturing guests complete data and adding to Development database and donor intentioned systems.
7. For ticketed events, creating scaffolding of online and ‘at the door’ payment systems that provide for ease, convenience and complete data capture and deposit capabilities.
8. Handling all décor, IT, audio and visual programming, lighting, aesthetic structuring, internal and external vendor relations and event systems and processes for each event.
9. Other duties as assigned by the Director of Church Relations, Donor Development Director and other Development staff.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Bachelor’s degree preferred, but not required

REQUIRED KNOWLEDGE:
- Previous event management or marketing experience.
- Experience in higher education and/or fundraising would be extremely helpful

SKILLS/ABILITIES:
- A strong and visible Christian faith
● Demonstrated ability to professionally represent office to donors and staff through excellent communication skills, both written and oral
● Experience and knowledge of personal computer operating system and proficiency in the use of Microsoft Office, Gmail, and willing to learn Affinaquest data base program
● Ability to handle multiple projects in a fast-paced and busy environment
● Demonstrated ability to program work-flow and coordinate often complex schedules of others
● Good judgment, high energy, a positive attitude and good sense of humor are essential
● Flexibility to work overtime on an occasional basis
● Regularly exercises discretion and independent judgment with minimal supervision

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University statement of Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

____________________________________
Employee Signature                     Date