

Assistant Director - Special Events - Advancement Tufts University

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Posted Mar. 6, 2024, set to expire Dec. 31, 2024

Job Title	Assistant Director - Special Events - Advancement
Department	University Advancement
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Public Relations/Marketing Development/Institutional Advancement
Job Website	https://jobs.tufts.edu/jobs/20238?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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University Advancement is a comprehensive development and alumni engagement enterprise with a staff complement of approximately 200 full time employees. Units within UA include development/fundraising, alumni engagement, campaign management, special events, stewardship and donor relations, gift processing, research and prospect management, gift planning, corporate and foundation relations, and information systems and management. UA's mission is to build strong relationships with Tufts University's constituents, match donor interests with the University's needs and priorities, and secure the financial resources necessary for Tufts to achieve excellence in teaching, research, and scholarship.

The Division is strongly committed to serving the academic agenda of the University and creating a culture of philanthropy in the extended Tufts community. Integrity, collegiality, diversity, accountability, mutual trust and respect for the individual, as well as the intentions of our donors, are the values that guide the work of the division. UA's current work is building off the momentum of the recently completed 10-year Brighter World comprehensive campaign, which raised more than \$1.5 billion. Under the leadership of a dynamic new University President, UA is embarking on an ambitious series of events in support of the president's vision and emerging priorities.

The Office of Special Events for University Advancement works together with the individual school development officers and senior administrators to provide donor recognition and cultivation through events. The goal is to build ongoing relations with contributors and heighten their philanthropic interest in the University. The department coordinates and manages over 50 (many multi-faceted) special events per year with attendance ranging from 15 to 5,000 guests.

What You'll Do:

Reporting to the director of special events and under general supervision of the director, the Assistant Director will be responsible for designing, planning, and

Essential Functions Include:

The Assistant Director will

- Work with the President's Office, Office of the Trustees, Office of the Board of Advisors, President's Senior Management Team, University Advancement Senior Team, and University Advancement Development Officers to design donor cultivation, stewardship, and recognition events such as dinners, dedications, receptions, and lectures. Approximately 30% of these

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events are regularly scheduled annual occurrences with 70% being new events each year.

- Liaise between all University Departments including catering, facilities, police, audio/visual, University communications and marketing, community relations, and many other departments on campus. They will also work with outside organizations such as hotels, venues, transportation services, speaker bureaus, security, design and rental companies, and others to organize all logistics and address any/all concerns regarding said event. Negotiate with vendors for products and services such as invitation design and hotel accommodations.
- Work with University Communication and Marketing to facilitate invitation and program design working independently with both internal and external graphic designers and external printers.
- Create, develop, and manage event invitations, including drafting text, developing and creating invitations, invitation lists, coordinate mailings, and managing event registrations.
- Communicate with donors and/or Trustee hosts on event details.
- Onsite Event Management including overseeing proper event set-ups, registration process, troubleshoot issues, and manage event staff.
- Make strategic recommendations to the director of special events on creating recognition events to encourage closer identification between donors and Tufts to encourage future giving. Devise and schedule events to acknowledge top donors in a timely, accurate and appropriate manner.
- Budget Management – responsible for drafting and maintain event budgets, overseeing internal and external payments, reporting to Director with the intent to be fiscally responsible with university funds.
- Other tasks/duties as assigned.

Who We Are Looking For:

We are seeking a motivated, eager, detailed-oriented individual to join a talented team. They will possess great communication skills as they will act as the first point of contact to internal and external stakeholders. Creative, thoughtful, thorough, and meticulous, this individual will help craft and execute meaningful donor experiences for Tufts' many constituencies that support the Division's stewardship goals. Go-to attitude and willingness to help in all facets of the office, we welcome an individual who is excited to grow their career and be a part of a special community that is Tufts.

Basic Requirements:

- Bachelor's degree and 3+ years of experience.
- Advanced knowledge of Microsoft Office Word, Excel, and PowerPoint.
- Strong interpersonal, organizational, and effective time-management skills.
- Strong writing and verbal communication skills.
- Ability to manage numerous ongoing projects and tasks.

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- Excellent attention-to-detail, flexibility, and ability to work under deadlines.
- Ability to communicate effectively and foster positive relationships with fellow staff members, the campus community, alumni, parents, and friends of the university.
- Ability to work independently and collaboratively.

Preferred Qualifications:

- Experience working within a university, non-profit, or complex corporate environment.
- Experience in event planning, management, and strategy.
- Experience in a customer service role.
- BA/BS degree and 3-5 years of related experience.

Highly qualified candidates may be considered for an Associate level position.

Pay Range

Minimum \$57,900.00, Midpoint \$72,450.00, Maximum \$87,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact