

Job Description

Incumbent:

<i>Department</i>	<i>Job Title</i>
Institutional Advancement	Campaign Events Coordinator

<i>Pay Grade</i>	<i>Scheduled Hours</i>	<i>FTE</i>	<i>Date of Description</i>	<i>Previous Review Date</i>	<i>Previous Grade</i>
A11	35	1.0	5/2004		

Position Summary/Purpose of Position:

Under the direction of the Campaign Manager, the Campaign Events Coordinator is responsible for managing all events related to the Campaign to Endow Hampshire's Future.

Reporting Level:

The Campaign Events Coordinator reports to the Campaign Manager.

Essential Job Functions:

The Campaign Events Coordinator is responsible for:

- Planning, coordinating, and implementing all events related to the campaign, including events at the national, regional, local, and campus levels.
- In consultation with the Campaign Manager, developing comprehensive planning timetables for events.
- Communicating in an efficient and timely manner with other offices and individuals on campus involved in producing events, including the Office of Alumni Relations, the Office of Special Programs, the Director or Security, and the physical plant, maintenance, food services, and information technology staffs.
- In conjunction with the Purchasing Office when appropriate, communicating with outside vendors concerning the provision of services for events, including negotiating prices, executing contracts, and overseeing activities to ensure that the services are fulfilled.

- Communicating with faculty and administrators regarding their participation in and/or attendance at events, both on and off campus, and coordinating schedules accordingly.
- Working with the publications staff as appropriate to prepare event-related materials, including postcards, invitations, reply cards, posters, and other promotional materials, and then ensuring their timely distribution and/or mailing.
- Managing the staffing for campaign events and ensuring adequate coverage (e.g., staffing the registration table, stewarding special guests, etc.).
- Conducting post-event debriefings to evaluate what elements were successful and what problems were encountered, incorporating that information into the planning and execution of subsequent events.

Independent Action/Judgment/Accountability:

The Campaign Events Coordinator functions independently to manage the long-range planning and scheduling necessary for all events-related activities.

Interrelationships:

The Campaign Events Coordinator is the primary liaison with many offices both on and off campus regarding events planning and implementation.

Knowledge and Experience:

The Campaign Events Coordinator must possess the following knowledge and experience:

- A bachelor's degree or equivalent experience.
- At least three years' experience in events planning and management.
- Strong organizational and interpersonal skills.
- The ability to competently and calmly handle multiple concurring tasks.

Supervisory Responsibilities:

The Campaign Events Coordinator may supervise one or more student workers.

Work Environment/Physical Demands:

The Campaign Events Coordinator must:

- Be able to work nights and weekends when required.
- Be able and willing to travel.
- Have her or his own transportation, as attending meetings and errands off campus will occasionally be necessary.