

THE COLLEGE FOUNDATION

OF THE UNIVERSITY OF VIRGINIA

Events Manager

Full Time ~ Charlottesville, VA, US

Position Objective and Job Summary

The Events Manager is responsible for executing the event strategy and plan for the College Foundation of the University of Virginia to engage, cultivate, and steward alumni, families, friends, and donors to the College of Arts & Sciences at UVA. This person is part of the Development Services team and works closely with other teams across the office. This role requires an effective and collaborative relationship builder who is reliable, decisive, meets deadlines, and can work independently. It is critical that this person is willing to help with tasks both large and small. This position regularly reports on the progress and outcomes of individual projects and interacts with academic leadership, faculty, donors, volunteers, and other University partners. This position reports to the Director of Strategic Engagement.

Key Duties and Responsibilities:

This position manages and administers the details for College Foundation events that are designed for current and prospective donors to increase engagement with and giving to the College.

Events encompass a wide range of activities including, but not limited to, small luncheons or dinners, mid-sized (30-50 people) events, larger receptions with speakers, virtual events, hosted suites or other gatherings at athletic events, and other strategic projects.

Once an event strategy, schedule and format design are determined by the Director of Strategic Engagement and Foundation leaders, the Events Manager will:

- Serve as lead on the planning details logistics management and execution of Charlottesville-area College Foundation events
- Assist with planning details, logistics management and execution of large regional events outside of the Charlottesville area in conjunction with Director of Strategic Engagement and working closely with regional volunteer boards of College Foundation
- Plan the details, coordinate, execute and review other special events for the College Foundation.
- Oversee sending invitations, managing registration, tracking tasks, attendees and costs, and creating evaluations for each event. Use post-event survey data to evaluate success measures and inform future programming in conjunction with Director of Strategic Engagement.
- Manage budget for each event in line with overall departmental budget and in coordination with supervisor, to include vendor management and negotiation, contract administration, and invoice reconciliation. Ensure event stays within budget or discuss rationale for overages.
- Prepare formal briefing materials ahead of events for gift officers, event hosts, faculty attendees, academic and Foundation leadership.

- In intermittent periods when events do not demand full-time attention, assist and support other projects and teams to further the success of the College Foundation

Work Qualifications:

- Bachelor's degree preferred. High School Diploma and significant equivalent professional experience may be substituted for a formal degree.
- 2 years of experience in a position with similar responsibilities, such as Alumni Relations or Engagement, Fundraising and Development, Event Management, Program or Project Management, or other related fields
- Preferred experience with events.
- The ability to interact with executive level administrators, donors/prospects, alumni, and development staff with an understanding of protocol and confidentiality.
- Self-motivated, detail-oriented, proactive, collegial, collaborative, and willing to learn
- Excellent written and verbal communication skills.
- Highly organized with the ability to prioritize multiple requests and ongoing projects.
- Good decision-making skills, tactful, good listener, willingness to search out answers, ability to recognize when others need to be involved in activities or decisions.
- Flexible and comfortable pivoting projects quickly when information changes.
- Experience using Microsoft Word and Excel, as well as comfort using CRM is required.

Working Conditions:

- Occasional evening and weekend work is required.
- Remote work flexibility is permitted in coordination with supervisor and workflow.
- Candidate should be based in the greater Charlottesville area to be on site and available for local event preparation and execution.
- Minimal lifting and carrying.
- Ability to work and produce in a hybrid work environment.

Compensation:

- Anticipated salary range \$50,000-\$55,000.
- Final salary offer amount is determined by multiple factors including candidate experience and expertise.
- Participation in incentive compensation structure.
- Retirement plan contributions up to an additional 11% of salary.
- Generous and comprehensive medical benefits with no cost and low-cost options for employees

To Apply

To apply, please submit a cover letter and resume to Misty Cauble, Associate Director of Office & Human Resources Administration, at misty.cauble@virginia.edu. Review of applications will begin immediately with interviews scheduled early January. The position will remain open until filled.

The College Foundation is an Equal Opportunity Employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply. The annual salary will be commensurate with experience. The College Foundation offers generous benefits, including full health insurance coverage for employees and a 401(k) retirement plan.

In 2017, 2020, and 2021 The Nonprofit Times recognized The College Foundation as one of the top 50 nonprofit employers in the country.