



POSITION ANNOUNCEMENT

Job Title: Events and Stewardship Coordinator
Department: University Advancement
Reports To: Director of Special Events
Shift/Hours: 40 hours per week
Date Prepared: July 18, 2018

SUMMARY

This position is responsible for providing support to the Advancement and Alumni Relations Office. Interacts with a wide variety of staff, faculty, students, alumni, donors, volunteers, and community leaders, and partners with numerous campus individuals requiring active problem solving and effective interpersonal skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides planning and execution assistance with development, presidential, and ceremonial university-wide events as determined by the Director of Special Events.
2. Provides event phone coverage to collect and track RSVP's and direction on registration and sponsorship fees and payments (check and credit card information).
3. Assists with on-site event setup and breakdown and manages guest registration by providing a high-level of customer service to all guests, including high-profile attendees.
4. Prepares printed items for events including name tags, place cards, menu cards, chair cards, registration materials, and directional signage.
5. Manages event tracking for guest attendance including daily input of guest information, creating and managing multiple guest lists, and production of specific event reports (briefing, seating, dietary, limited mobility); also includes working in database and coding final event attendance.
6. Manages and improves the donor recognition processes at all levels, ensuring that they are properly recorded and acknowledged in a timely and appropriate fashion.
7. Creates new and assists in planning current annual stewardship events for alumni, donors, and recipients of their generosity.
8. Develops, designs, and implements strategies and activities to effectively recognize and engage donors with the university that foster lasting relationships and promote positive attitudes towards giving to the university among current and prospective donors.
9. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelors' degree or equivalent required, emphasis in Hospitality, Event Management, or a related field preferred. Three to five years of fundraising event and stewardship experience featuring awards and raffles, strolling and seated dinners, entertainment, and student and volunteer participation. Event certification a plus. Must be able to set priorities and carry out multiple tasks under time constraints with attention to detail. Working knowledge of Microsoft Office required. Knowledge of Jenzabar or a donor database helpful.

May be required to work outside of normal working hours as well as weekends and holidays.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.