

**Job Title:** Event Specialist (Part-time)

**Department:** Institutional Advancement

**Job Summary:** Under the broad supervision of the Associate Vice-President of Institutional Advancement, the Event Specialist will provide support in the planning, development, and execution of events including retreats, alumni and fundraising events and commencement to further the mission of Holy Apostles College & Seminary.

The position will also assist with stewardship and outreach to constituents and provide written content for the monthly newsletter as needed.

The Event Specialist will contribute to the overall success of the institution through a respectful, constructive, and energetic style, guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Provide support for college and seminary development and community building events and retreats both in person and online
- Coordinate many facets of events management including outreach and registration, guest list development, pre and post communication, email inquiries, technological component coordination, and run of show documentation and programs and print production.
- Coordinate with vendors and internal offices to manage decorum, food service, photography and other details
- Work in partnership with Academic Affairs to assist in managing multiple details related to the annual spring commencement
- Participate in the planning and execution of donor and alumni cultivation and stewardship events
- Update and monitor attendee information in database system
- Assist in long-term strategies for cultivation and development of alumni and donors
- Provide written content regarding college updates and donor profiles as needed for the HACS newsletter
- Knowledge of the Catholic faith and prior experience in higher education helpful
- Commitment to the vision, mission and core values of Holy Apostles College & Seminary
- Some evenings and weekends may be required
- Option for hybrid work modality
- Other duties as assigned

**QUALIFICATIONS AND SKILLS:**

- Three years or more of experience and a record of success in event planning
- The ability to manage multiple proposals and priorities covering many college programs and initiatives
- Detail oriented with excellent written and interpersonal skills
- Commitment to the vision, mission and core values of Holy Apostles College & Seminary
- The ability to work collaboratively with college staff, administrators, deans and faculty to develop funding proposals
- The ability to seek new ideas for outreach and funding sources and cultivate strong relationships with donors
- Strong technology skills with knowledge of MS Office Suite, Canva and fundraising database systems
- Bachelor's degree required

**Reports to:** Associate Vice-President of Advancement & Outreach

Approved by:

Date: August 28, 2024

President/Rector