



## Job Description

<b>Job Title:</b>	Assistant Director, College Events	<b>Grade:</b>	L
<b>Department:</b>	Institutional Advancement	<b>FLSA:</b>	Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Research, plan and execute events and programs to strengthen relations with internal audience and key external constituencies such as local, state, national, and international officials, businesses, civic leaders and other supporters of the College. Enhance the college's image through expanded marketing and community relations and help to meet goals and mission.

### **Characteristic Duties and Responsibilities:**

1. Directly coordinates and manages college staff (security, grounds, facilities, housekeeping, parking, audio/media, college volunteers, etc.) and vendors (caterers, lighting technicians, equipment installers, staging, entertainment agencies, etc.) to organize, plan, coordinate and execute all of the CPCC Foundation's and CPCC President's events for the purposes of donor cultivation, stewardship and fundraising.
2. Develops events which respond to the donor's expectations and respects their act of giving to the college. Ensures that the events are appropriate based upon the donor's level of giving.
3. Provides technical and functional supervision of a part-time Special Events Assistant position.
4. Identifies best practices and enhancement opportunities in order to improve current CPCC Foundation's event and cultivation of programs. Recommends changes and additions to CPCC Foundation's event policies and procedures and executes as directed.
5. Assists the Associate VP of Institutional Advancement in providing fiscal oversight in the development, planning and management of event budgets through cost effect analysis, management and review of fund sources for all special events and activities within Institutional Advancement and the CPCC Foundation.
6. Recruits and hires the necessary vendors for events; manages vendor relationships. Works closely with other department officials to ensure these relationships are complying with applicable regulations and requirements. Ensures relationships are in the best interests of CPCC Foundation and CPCC.
7. Oversees the details of each event to include execution of concept, venue selection, creation of guest lists, invitation and program concept and design, menu planning, decorations, physical arrangements, schedules, selection and purchasing of donor recognition gifts.
8. Serves as the principal liaison with all committees working on all events and assists in crafting responsibilities and protocols for each committee member to ensure goals and expectations are achievable. Provides expert servicing and stewardship to each committee member.
9. Assists with other needs and demands within the CPCC Foundation and on an "as needed" basis; provides creative thoughts and entrepreneurship spirit to ensure strategic decisions are made for CPCC Foundation's future events and projects.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. June 2012



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- 10. Oversees planning and logistics for major fundraising events, including the Skyline Run and Clay Pigeon Challenge Cup.
- 11. Serves as a member of standing committees for the Skyline Run and Clay Pigeon Challenge Cup.
- 12. Serves as primary contact for contracted vendors and service providers for the Clay Pigeon Challenge Cup and the Skyline Run.
- 13. Maintains an electronic database for all participants in special events and attendees at college events.
- 14. Other duties as assigned

**Reporting Relationships:**

- Direction Received:** Reports to the Associate Vice President for Institutional Advancement
- Direction Given:** Responsible for directing and monitoring the work of part-time, temporary and/or student workers

**Minimum Requirements:**

Bachelor’s Degree from a regionally accredited institution in Arts, Communications, Events Planning or related field and 4 years of experience in events planning

**Preferred Qualifications:**

Certification in Event Planning

**Knowledge, Skills, Abilities and Worker Characteristics:**

- Ability to think strategically with excellent leadership, business, organizational and management skills
- Demonstrated ability to maintain successful interpersonal relationships with all contacts while representing CPCC and CPCC Foundation
- Ability to understand and perform according to the professional ethics of CPCC Foundation and CPCC to maintain discretion and confidentiality at all times
- Ability to manage multiple priorities and projects while working as part of a team in a multi-cultural environment

Knowledge and skills to institute and incorporate new techniques in the interests of CPCC Foundation and

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CPCC

Knowledge and skills in using special event planning software applications

Ability to resolve complex problems through the use of creative reasoning and logic to analyze issues and provide resolutions

### **Working Conditions:**

Typical office environment; frequently lifting and carrying items up to 20 lbs.; infrequently twisting or bending at the waist or reaching overhead; frequently traveling between buildings on campus, to other campuses or off-campus to meet with vendors and attend events; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; standing or walking over 50% of work time; sitting at a desk or workstation for 15% of work time using a computer display, keyboard, and mouse; weekend and evening hours; may occasionally experiencing minor discomfort due to outdoor conditions