



PAU Job Description

Job Title: Events Manager
Department: President's Office & Office of External Affairs
Reports to: Director, External Affairs

JOB SUMMARY

In support of the President's Office and the Office of External Affairs, the Events Manager will be responsible for all aspects of internal and external events, from concept through completion. Events will range from small gatherings for the President to larger alumni and fundraising events, as well as annual commencements.

JOB DESCRIPTION

Essential Functions

- Develop and manage each event's budget and timeline
- Oversee event details (e.g. décor, AV, trafficking print materials through the design and print process, catering, entertainment, transportation, venue, guest list management, equipment rental, etc.)
- Select and manage event vendors
- Provide pre-and post-event financial reports to leadership
- Function as main liaison for all event 'clients' – committees, vendors, internal colleagues, and volunteers; create, prepare and distribute meeting minutes and actions
- At each event, be on site to proactively manage issues that arise and serve as point person in charge of managing all event logistics
- Ensure compliance with insurance, legal, and safety requirements
- Manage multiple projects simultaneously; provide volunteer coordination and direction, and recognition for all special events
- Work closely with marketing team to develop copy for both print and digital event promotions
- With leadership partners, develop and implement a strategic and dynamic events marketing geared to diverse audiences
- Coordinate information that leads to accurate production and distribution of acknowledgment letters for donors, sponsors and participants in a timely manner
- Excellent attendance and punctuality, collegial and diplomatic behavior at work, and work performance to the satisfaction of management are essential functions of the position.

Qualifications

- Ability to adapt quickly in fast moving environment
- A successful and enthusiastic event planner with a proven record of overseeing events from conception through to completion. At least three years of special events management experience preferred
- Ability to work evenings and weekends as required for all events
- Bachelor's degree from an accredited institution
- Special event budget management experience
- Excellent time management and communication skills
- Excellent problem solving skills needed
- Excellent written and oral interpersonal skills with a high degree of professionalism necessary, attention to detail imperative, high energy, flexibility, discretion and sound judgment required.
- Proficient use of Microsoft Office, database experience with mail merges (Constant Contact, etc.)

To apply, please send resume and cover letter to rlevy@paloinstitution.edu.