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Developed by:.....RB; MC
Reviewed by:.....SG; DLJ
Approved by:.....LK
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**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Director, University Events
DIVISION: Office of the President
REPORTS TO: Chief of Staff
GRADE: 14
SUPERVISES: Professional and Support Staff

BASIC FUNCTION:

Under the direction of the Chief of Staff, manage the department's professional staff, support staff and day-to-day operations. Plan, organize and execute high quality University-wide public programs, University protocol events and other events that serve to enhance the University's image among its primary external stakeholders including alumni, friends, parents, local officials, the state legislature, state leaders, opinion makers, the media and business community. Develop programs to provide positive on-campus experiences for University guests and visitors. Assist in the development and execution of University-wide and department-based programming designed to bolster the image of the institution among stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize and implement the University-wide public programs including commencement.

Plan, organize and execute University commencement, protocol events, including new building dedications, facility rededications, groundbreaking, major university anniversaries, and visiting dignitary events.

Plan, design, organize and facilitate the President's entertaining at on-campus and off-campus sites.

Manage staff, public programs, special events and projects that bring positive public awareness and attention to the University's mission and vision.

In concert with the Chief of Staff, set priorities for University Events.

Be proactive and creative in developing new programs and events on behalf of the University.

Develop messaging for all programs and events as appropriate.

Recruit, train and manage volunteers for select programs, projects and events.

Develop, support and manage a special events concierge service for the campus community in support of the events requirements of executive leadership, academic leadership, faculty and staff.

In collaboration with the Chief of Staff, develop and implement high profile events in support of advancing the University's mission and strategic objectives.

Provide effective leadership, management and supervision for all staff in University Events. Develop an environment of collegiality and innovation.

In concert with the Chief of Staff, develop metric-based, long-range and annual department plans to focus on raising the University's public profile.

Monitor the success toward fulfilling established annual goals and objectives. Provide quarterly reports and an annual report.

Develop an annual budget in support of the department's goals and objectives. Manage and monitor the budget.

Serve as co-chair of development/fundraising event, An Evening of Grapes & Grain. Oversee and create department's strategy for donor outreach and fundraising initiatives. Manage event logistics, create marketing and communication plan, track expenses, and analyze event budget and funds raised. Oversee event call reports on AWA system indicating solicitations, identifying donor potential, and recommending fundraising stewardship opportunities.

At the Chief-of-Staff's request, represent Chief-of-Staff on committees and task forces.

Collaborate closely with the URI Foundation and Alumni Association through monthly meeting and communicating frequently to coordinate systematic programs and services to enhance alumni and donor experiences for the University.

Collaborate with Conference and Special Program Development and The Ryan Center to assure high-profile events sponsored by the University and receiving media attention are properly branded and following protocol (such as, the Governor's annual Computer Summit.)

Process and oversee all internal purchase orders, external purchase orders, college requisitions, advice of changes, and office purchases.

Plan and execute Rhode Island Association of Commencement Officers and NAACO Regional conferences and events from conception to completion.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned by the Chief of Staff.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in communications, college student personnel, marketing or business; Minimum of seven years' professional public programming and/or special events management, specifically in higher education; Minimum of three years' experience managing formal volunteer committees; Minimum of three years' experience training and supervising staff, student assistants, and volunteers; Demonstrated ability to generate revenue for public programs and events through sponsorships and ticket sales; Demonstrated ability to work with diverse groups/populations; Demonstrated ability to plan, organize and implement multiple small to large-scale programs and events simultaneously; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience with budget development and management; Demonstrated ability to work in a fast-paced, team-oriented environment; Demonstrated experience planning and implementing successful global events and visits; Demonstrated strategic planning experience; Demonstrated ability to provide strategic perspectives to colleagues, staff and others; Demonstrated management skills; and, Demonstrated experience fostering a team-focused environment encouraging collaboration.

PREFERRED: Master's degree in communications, college student personnel, marketing or business.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.