

SPECIAL EVENTS MANAGER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M2	08/01/2015	Classified	1 of 2

DEFINITION: Under general direction, the Special Events Manager provides leadership of donor-related special events to Contra Costa Community College District (Contra Costa College, Diablo Valley College, and Los Medanos College) affiliated foundations.

DISTINGUISHING CHARACTERISTICS: The Special Events Manager is directly responsible for the planning and execution of all events related to donor recruitment, stewardship and engagement. This includes the planning, production oversight, and administration of events. Through the successful management of special events, this position plays an integral role in the engagement of new donor prospects, and stewardship of current donors, resulting in increased donor contributions overall.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Creates and coordinates event calendars at each college foundation and the District.
- Works with Foundation Development Officers to define purpose and target audience for events.
- Handles negotiations for all event contracts, i.e. event space, food and beverage, supplies, event collateral, etc.
- Conducts research, makes site visits, and secures resources for each event.
- Serves as liaison with vendors on event-related matters to ensure successful events.
- Creates and revises event room layouts for each event.
- Proposes new ideas to improve the event planning and implementation process.
- Manages on-site production and clean up for events as necessary.
- Prepares all event materials in partnership with the District and college marketing teams.
- Prepares event budgets and provides periodic progress reports for each event.
- Manages event finances to ensure timely delivery of check requests, invoices, and fiscal reports as requested.
- Prepares and modifies event contracts as requested.
- Creates master event checklist of event proven practices and appropriate procedures.
- Recruits, trains and supervises event volunteers, vendors and contract staff, as needed.
- Prepares reports and summaries as required, including statistical and financial reports and analysis.

MINIMUM QUALIFICATIONS:

Knowledge Of:

- The methods of, and best practices in, both small and large event management.
- Basic fundraising and donor stewardship principles and practices in donor relationship development.
- Proficient use of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.
- Capabilities of common and specialized donor database and software applications.



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Ability To: Perform and implement duties and functions above. Required abilities also include but are not limited to:

- Manage multiple events and work assignments.
- Be self-motivated and accomplish projects with minimal supervision.
- Establish and maintain effective working relationships with internal and external stakeholders.
- Use organizational skills that enable performance of duties in a timely fashion with attention to detail.
- Maintain complete confidentiality of donor records and other information.
- Communicate effectively, both orally and in writing.
- Manage financial resources effectively, including determining how best to utilize resources and managing budgets and expenditures.
- Provide excellent customer service and ensure a quality experience.
- Travel locally and work evening and weekend hours, as needed.
- Train and supervise personnel.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability and religious background of all students, faculty and staff.

Education/Training: Possession of a Bachelor’s degree from an accredited college or university, or the equivalent.

Experience: Three (3) years of demonstrated special event management in a nonprofit, educational, or other related field.

License/Certification: Ability to obtain and maintain a Class “C” California Driver’s license and acceptable driving record.

Actions: Newly created classification adopted by the Governing Board on 07/22/15