Position: Special Events Coordinator
Location: Montreat, NC
Start Date: August 1, 2015
Application Deadline: Until Filled

Summary:
The Advancement Department seeks a creative, organized, detail-oriented, high-energy individual to enhance and expand the College’s special events. The Events Coordinator will plan and direct all logistical aspects of special events for Alumni and Advancement offices and on occasion facilitate college events as directed by the VP for Advancement. This individual will work with program directors, staff, alumni, students, and volunteers to create high quality events that enhance Montreat College’s financial and relational capacity.

Duties/Responsibilities:
- Make logistical arrangements for events, including facilities, arrange for food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event gifts/giveaways, order event signs and ensure proper décor (floral, linens, color schemes, etc.) to meet quality expectations
- Work collaboratively with other Advancement team members to create an annual calendar of special events that maximizes potential impact and benefits of critical areas of donor stewardship and recognition as well as community and alumni relations.
- Prepare nametags, materials, notebooks, packages, gift bags/baskets, registration lists, seating cards and charts, etc.
- Create event invitations including gathering event data, writing event text and working with designers to produce and mail invitations by deadline
- Create and manage mailing lists with the help of the Director of Advancement Services
- Maintain close, positive working relationships with donors, alumni, program directors, faculty, vendors, Wilson Scholars, volunteers, and staff
- Produce attendee lists using Raiser’s Edge and payment reports to keep track of participation
- Recruit and utilize volunteers for events and activities as needed
- Assist program directors in setting and monitoring event budgets; keep track of individual event budgets and multiple year budgets
- Serve as liaison with event venue contacts on all event-related matters
- Negotiate vendor contracts for campus events
- Assist with maintaining website(s), social media accounts, and print marketing materials
- Manage on-site production and cleanup for events as necessary
- Effectively communicate and delegate event responsibilities to the Advancement team, Wilson Scholars, and volunteers
- Propose new ideas to improve the event planning and implementation process
- Other duties as assigned
- Be willing to work evenings and weekends as events dictate
Qualifications:

Candidate should be able to:

- Demonstrate and articulate a personal Christian faith
- Exemplify and articulate a like-mindedness with Montreat College’s Christ-centered mission, vision, and values
- Demonstrate excellent written and oral communication skills
- Be committed to strong customer service and to enhancing a culture of excellence
- Demonstrate excellent interpersonal skills, be detail-oriented and organized
- Strong computer skills (Word, Excel, Publisher or InDesign, and Raiser’s Edge)
- Plan multiple events simultaneously
- Maintain confidentiality
- Work independently as well as establish and maintain effective relationships with other staff, faculty, students, alumni, volunteers, and donors
- Communicate effectively with all members of the Montreat Community
- Be conscientious, proactive and self-motivated and able to anticipate project needs, discern work priorities, and meet deadlines with little supervision
- Work evening and weekend hours as well as coordinate and attend out of town student and professional conferences.

Supervision: Reports to Vice President for Advancement

Education/Experience:

- Bachelor of Science or Arts degree with 3-5 years administrative/leadership experience

Application Requirements:

Send resume and statement of Christian faith to:

By Mail:
Alex Miller
Vice President for Advancement
Montreat College
P.O. Box 1267
Montreat, NC 28757

Or email to: amiller@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.