

## Saint Mary's College – POSITION SOURCE DOCUMENT

See *GUIDE TO WRITING A POSITION SOURCE DOCUMENT* for more specific information.

**HR USE ONLY**

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_ Reviewer (initial/signature): \_\_\_\_\_  
 Recommendation:  Revise Date: \_\_\_\_\_ Discussion with: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Approved as Position Description by (initial/signature): \_\_\_\_\_ Date: \_\_\_\_\_  
 Job Grade: \_\_\_\_\_

Job Title: Special Events Manager Department: \_\_\_\_\_  
 Development  
 Supervisor's Title: Assistant Vice President for Development  
 Developed by  incumbent  supervisor  
 Name(s): Jane Doe Date: 10/1/08

Provide a brief **summary** (2-4 sentences) of the purpose of the position:  
 Reporting to the Assistant Vice President for Development, the Special Events Manager is responsible for events that are designed to steward Saint Mary's Colleges relationships with its alumni, parents and friends, and to augment the College's effort to secure and increase their support as donors and volunteers.

**Essential Functions/Major Areas of Responsibilities:** List in descending order of importance.

Function/Responsibility	Frequency (D, W, M, Q, Y)	% of Time
1. Plan and execute every aspect of special events as assigned and in concert with other development staff and provide oversight and coordination for the special events related to Saint Mary's development efforts.	D	35
2. Directly oversee the planning, marketing and execution of a specific slate of events within the division of Development and assist with specifically assigned events of college-wide and/or alumni relations importance.	D,M	20

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3. Serve as an overall resource for the division in developing and planning innovative events that seek to maximize attendance and the impact of events on Saint Mary's overall development and donor relations efforts.	D	15
4. Spearhead efforts to develop and plan creative events specifically designed to support the College's development efforts; work with the offices of Annual Fund, Athletic Development, Alumni Relations, and Development officers, to develop a schedule of fresh and exciting events for each academic year, such as comprehensive campaign events, donor recognition events, golf-tournaments, scholarship luncheons, luxury car drawings, black-tie dinners, presidential dinners, wine tastings, etc.	D, M, Y	15
5. Coordinate with College departments including: College Communications, facilities, catering, etc.	D	15
6.		
<b>7. Other Duties as Assigned</b>		

### POSITION FACTORS

**Problem Solving/Analysis** (check one)

Recurring/routine  
 Uncommon variations  
 Complex problems in own work area  
 Complex problems spanning many areas/fields  
 Unique situations w/substantial significance  
 Strategic College-wide problems/issues

**Give specific examples of types of problems: Unorganized events could result in a loss of revenue or gifts. Coordinating several areas (i.e. Sodexo, College Communications, Events & Conferences); internal and external constituents must work together to put events together successfully .**

**Decision Making** (check one) Level of decisions:

Limited  
 Routine  
 Makes decisions regarding priorities  
 Makes decisions regarding programs  
 Establishes objectives for department  
 Initiates programs  
 Strategic decisions for College

**Give specific examples of types of decisions made: Plan and coordinate events (choose vendors, programs and staff) to ensure the best possible outcome to elicit gifts from donors.**

**Impact of Decisions** (check one)

Limited  
 Moderate  
 Important  
 Substantial  
 Significant  
 Critical  
 Strategic

**Give examples of impact: If an event is well run and coordinated well, the impact would be an increase of donations and gifts to the College's financial needs.**

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**Budgetary Responsibility** (check one)

- Not directly involved     Assists in developing/monitoring     Recommends portions of larger budget  
 Develops & manages formalized budget for functional area     Develops & manages multiple formalized budgets for dept.  
 Develops & manages budgets for the College

**Give specific examples of budgetary responsibility: This position is responsible for recommending and creating fund raising events to bring donations to the College. The position has input into formation of the budget by providing cost projections for events.**

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**Communication/Contacts** (check one)

- Exchanges info. w/supervisor or co-workers     Exchanges info. w/students, staff, faculty or external contacts for routine service  
 Exchanges info. for service on ongoing basis     Communicates to provide service, coordinate info. & collaborate; coordinates info. exchange  
 Interprets tech. info. or provides tech. or prof. advice     Persuades, influences, or leads others on strategic issues  
 Negotiates major issues; plans, develops& communicates College's mission & business strategies

**Give specific examples: Continuous communications with internal and external constituents. Collaborative relationships with donors, sponsors, vendors, faculty, staff and students. Significant contacts include President, VP's, donors, parents, alumni, friends and sponsors.**

**Independence:** (check one) Amount of guidance typically needed for carrying out responsibilities:

- frequent supervision     periodic supervision     minimal supervision     guided by broad policies, precedents  
 guided by in-depth knowledge of College policies & short range plans; some guidance available     guided by in-depth knowledge of College policies & long-range goals; independently commits College to long range projects

**Give specific examples: The position is required to develop new and innovative approaches to fund raising events. The mission of the College and those targets identified by the department set the direction for the creative process of designing new events.**

**Supervision:** Does the position supervise or coordinate the work of others?     Yes     No

If Yes, Is a     specific function managed?     single department supervised/managed?     multiple departments supervised/managed?

Student Supervision?     Describe type of work done by student worker(s)

Number of students supervised

List the titles this position is responsible for supervising or managing:

TITLE	FTE	Coordinate	Direct supervision
Coordination of several areas (i.e. food management, room scheduling, entertainment, gifts, volunteer staffing, logistics, etc)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

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		<input type="checkbox"/>	<input type="checkbox"/>

**QUALIFICATIONS:**

**Education: REQUIRED:** Bachelor's degree

**PREFERRED:**

**Experience:** (years required and applicable field of experience): minimum of 3-5 years experience in fundraising and/or event marketing in higher education or similar settings; demonstrated significant success in the area of Special Events.

**Skills/Abilities:** (e.g. computer skills, written & verbal skills, trades, laws, procedures, technical) Possesses excellent relationship management and interpersonal skills; and the ability to work effectively with donors, volunteers, and staff; displays mature judgment, superior diplomatic skills; highly developed listening, as well as, excellent verbal and written communication skills, including public speaking and proposal writing.

Other skills include: knowledge of all aspects of sophisticated fundraising programs; strong organizational and analytical skills; and demonstrated business planning and project management skills.

Demonstrated business planning and project management skills and the ability to work independently with minimal supervision.

**Licenses & Certifications** (e.g. CPA, RN, etc.): **REQUIRED:**

**PREFERRED:**

**Other Requirements:** (e.g. travel, weekend/evening work) Weekend and evening work required.

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**Working Conditions:** Specify the physical, mental and environmental conditions of the **essential function/responsibilities** of the position. For each item below check one of the following codes:

"C" Constantly (6-8 hours per day); "F" Frequently (3-6 hours per day); "O" Occasionally (up to 3 hours per day); "N" Never

**Physical conditions:**

<p><b>C F O N</b></p> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Bending [neck]	<p><b>C F O N</b></p> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Fine finger movement	<p><b>C F O N</b></p> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Reaching above/below shoulder
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Bending [waist]	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Climbing	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Kneeling
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Pushing	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Pulling	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sitting
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Standing	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Squatting	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Walking
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Twisting [neck]	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Twisting [waist]	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Data Entry 4-5 hours per day
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Foot Controls <input type="checkbox"/> Left Ft. <input type="checkbox"/> Right Ft. <input type="checkbox"/> Both	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Hand Controls <input type="checkbox"/> Left Hand <input type="checkbox"/> Right Hand <input checked="" type="checkbox"/> Both	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other

**Must carry/lift load of:**

<b>Carry</b>	<b>Lift</b>	<b>Carry</b>	<b>Lift</b>
<b>C F O N</b>	<b>C F O N</b>	<b>C F O N</b>	<b>C F O N</b>
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> up to 10 lbs	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 25 – 50 lbs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 10 to 25 lbs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> over 50 lbs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

**Mental Requirements:**

<p><b>C F O N</b></p> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Reading/Comprehending	<p><b>C F O N</b></p> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Writing	<p><b>C F O N</b></p> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Calculations
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Communicating Orally	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Reasoning/Analyzing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other

**Environmental Conditions:** (as a requirement of the position)

**C F O N**

    Exposed to excessive noise?
    Around moving machinery/equipment?
    Drives Motorized vehicles?
    Exposed to bio-hazards such as: blood borne pathogens, sewage, waste, etc.?
    Contact with water/liquid/chemicals? Type:
    Use of protective equipment? Type?
    Walk on uneven ground or elevated work site or confined spaces (circle all that apply).
    Exposed to dust, fumes, chemicals, radiation or microwaves? (circle all that apply)
    Exposed to variation in temperature and or humidity?

**Additional Information:**

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