As the University of California’s first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco’s Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers, a dynamic community of faculty and students, as well as an excellent benefits package.

Event Manager
Advancement Department

Classification: Level 3 / Classification Code 1750 / Manager / Full Time / Exempt/Non-Represented
Hiring Salary Range: $55,000 - $65,000 annually (commensurate with qualifications)
Posting Date: June 14, 2013

INSTITUTIONAL ADVANCEMENT

The Advancement Department includes Development and the Alumni Center. Advancement serves UC Hastings by building, developing and strengthening the UC Hastings community; communicating Hastings’ strengths and achievements; and encouraging a spirit of philanthropy that results in gifts of time, talents and resources.

THE ROLE

Under the supervision of the Director of Advancement Operations, the Event Manager executes the logistical planning and implementation of events and related programs for some 20,000 alumni. The incumbent is also responsible for helping to increase alumni participation through effective marketing.

A goal of the Advancement Department is fundraise for the school and strengthen community ties between all key stakeholders of the extended Hastings community. The Event Manager is an integral staff member in developing and preparing donor-related gatherings as well as non-alumni (i.e. community) events. The Manager participates in the strategic planning of the department’s alumni outreach.

This position supervises the Operations Assistant.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- The Event Manager is responsible for all aspects of our Advancement events (approximately 60+). This includes the Reunion, Honor Gala and the Swearing-In Ceremony for 400-700 alumni each, as well as events for donors, boards and students.
- Supervises the Operation Assistant (1.0 FTE) and is responsible for managing the assistant’s performance and overall evaluation.
- Regularly prepares analysis reports for the boards and staff; ensures efficient and cohesive files of all event information including MCLE records are maintained; utilizes Raiser’s Edge database system to assure accurate data management and an efficient and well-coordinated effort;
- Prepares and monitors individual event budgets, and participates in overall monitoring of the alumni unrestricted budget for events.
• Initiates and develops working relationships with vendors, works with purchasing to negotiate contracts; develops timetables; produces written materials; monitors programmatic progress;
• Establishes promotional schedule for each event with input from key fundraisers; develops and publishes website updates and photos related to events; participates in the conception, design and preparation of major promotional materials for events;
• Uphold the highest standards of confidentiality and information sharing;
• Perform other related duties as assigned.

REQUIREMENTS
EDUCATION AND EXPERIENCE
• Bachelor’s degree required;
• At least three years of experience in event planning, public relations, marketing and communications.

KNOWLEDGE, SKILLS & ABILITIES
• Proven ability to exercise good and independent judgment, plus follow through on details;
• Must be able to plan and act strategically, tactically, and creatively;
• Demonstrated experience in working well with volunteers; and able to interact diplomatically with diverse groups;
• Must be highly detail-oriented and able to handle multiple event coordination with initiative, creativity, and perseverance;
• Must be self-motivated with a high ability to manage multiple projects, work and thrive in a fast-pace, high pressure, proactive environment;
• Openness to new ideas and their implementation. Ability to react and adapt to changing situations appropriately;
• Ability to work cooperatively to achieve common goals; support cooperation, collaboration and the sharing of information while providing the best quality product available and continuously upgrade standards to maintain quality, in all areas of responsibility.
• Must have excellent oral and written communication skills to interact effectively with volunteers, prospects, senior administration;
• Must be proficient in Microsoft Word, Excel, PowerPoint, data entry and online applications
• Experience with the Raiser’s Edge database is required.
• Available for travel and evening/weekend activities or as needed to successfully deliver events;
• Must be able to safely lift and transport items weighing up to 10 lbs;
• Flexibility and a good sense of humor are highly desirable.

BENEFITS
• Health, Dental and Vision care insurance plans
• Life Insurance
• UCRP Retirement Plan
• Disability Insurance
• Legal Insurance
• Vacation
• Sick Leave
• Paid Holidays
• Credit Union
• Pre-Tax Transport Program
THE HIRING PROCESS
To apply, go to: http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Event%20Manager%20-%20Advancement%20Department Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

*This position has been designated as sensitive and requires a pre-employment background check.

WHAT TO EXPECT
Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. The position is open until filled.

UC Hastings College of the Law is an Equal Opportunity Employer