ASSISTANT/ASSOCIATE DIRECTOR OF DEVELOPMENT, ADVANCEMENT EVENTS
INSTITUTIONAL ADVANCEMENT
HIRING RANGE: $38,226 - $40,475

Application review will begin July 2, 2012. The position remains open until filled.

FUNCTION:
The Associate Director provides leadership, direction, and implementation of all on- and off-campus events on behalf of Institutional Advancement for the Whitworth University community. Working closely with the multiple departments in Institutional Advancement, the Associate Director provides resources and logistics management necessary to make the programs successful. This person shares in supervision of the program assistant for donor relations and special events and will develop and manage a program for student interns.

RESPONSIBILITIES AND RELATED DUTIES:
A. Provide leadership and direction for Institutional Advancement events
   1. Working collaboratively with other Institutional Advancement staff, serve as a primary resource of creative conceptualizing and priority management for more than 50 Institutional Advancement events per year
   2. Meet regularly with individual staff members and teams regarding advance planning for events
      a. Work alongside the alumni and parent relations team as they implement existing events as well as a new regional volunteer structure featuring augmented regional programming
      b. Monitor and manage scope of large multi-event programs, including but not limited to, Homecoming, Reunion Weekend, Parents Weekend, Heritage Month, President’s Retreat Weekend, President’s Leadership Breakfast, etc.
      c. Work closely with donor relations staff on annual donor stewardship events in Spokane and other regional locations such as Seattle.
      d. Work with campaign planning staff on long-term plan for campaign-related events
   3. Travel as needed to assist with onsite event management for large out-of-town events

B. Manage event logistics and oversee cooperation between Institutional Advancement departments
   1. Help to develop timelines, set priorities, and manage logistics for all IA department events; this responsibility includes, but is not limited to:
      a. Negotiate all facilities and catering reservation and contracts, both on- and off-campus
      b. Provide timely and complete details to originating staff as needed for effective publicity and marketing
      c. Share responsibility for event budget management, so as to ensure employment of sustainable model for event subsidy
      d. Connect with conference services and other staff to arrange event logistics (including reserving location and ordering physical set-up, food, housing, etc.) for all Institutional Advancement-sponsored on-campus events
      e. Interface with campus information systems staff to manage web-based event reservations and payment systems
   2. Meet with any university staff involved in special event development to ensure that policies, procedures and advancement goals are being met
   3. Offer a single point of contact for advancement event planning and serve as principal liaison to campus community regarding special events for alumni, parents and friends

C. Develop advancement events internship program to assist with growing number of programs
   1. Recruit, train and motivate a cadre of advancement event interns who can serve as liaisons between advancement event team and other end users, both within advancement and across the campus

D. Other duties as assigned.
QUALIFICATIONS, SKILLS AND ABILITIES:
- Bachelor’s degree required; three to five years of progressively responsible applicable experience
- Demonstrated excellent organizational, and oral and written communication skills
- Demonstrated commitment to quality customer service
- Experience with business practices beneficial (e.g., basic budgeting, accounting, billing procedures, contracts, insurance and liability issues)
- Ability to recruit, train and supervise team of student employees
- Physical requirements include the ability to lift up to 30 pounds and work for extended periods of time at a desk
- Willingness and availability to work evenings and weekends as required
- The ability to work in a fast-paced work environment
- The ability to problem-solve unexpected situations as they arise
- Demonstrated computer proficiency in the use of Microsoft programs (Word, Excel, Access, Outlook, etc.)
- A personal commitment to the Christian faith and to the integration of faith and learning
- The ability and desire to establish a positive relationship with persons regardless of race, gender, physical limitation, or religious belief
- An active commitment to equal opportunity for all persons
- A commitment to the educational mission of Whitworth as a Christian liberal-arts university affiliated with the Presbyterian Church (USA)
- Background check required

APPLICATION PROCESS:
The following documents are required to complete the online application form*:

1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references
4) A one-page document describing your personal commitment to the Christian faith

*Please feel free to provide feedback regarding this application process as we are transitioning to a new format. Email your comments and suggestions to jobs@whitworth.edu with a subject line Feedback.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.