Job Description
Events Coordinator

Job Title: Events Coordinator – Alumni Relations
Accountable to: Deputy Director of Development
Liaison with: Staff, Donors, Alumni Body, Event Stakeholders

Overview of the role

The Events Coordinator plays a key role in the College’s ambitious programme of events, crucial both to our ongoing mission of high-quality and engaging alumni relations, and our ground-breaking fundraising campaigns. Working closely with the Deputy Director of Development and the Events Officer, the Events Coordinator will have responsibility for:

- organising and coordinating the booking of event venues and speakers;
- attending events on the day to oversee and ensure smooth running;
- efficient and effective event administration;
- leading the College’s digital events programme, in light of our success during the COVID pandemic period;
- exceptional organisation skills, prior experience with managing or organising events, and strong communication skills are all essential for this role.

Main Duties and Responsibilities

Event Organisation and Coordination

- Select and book suitable dates, speakers and event venues for a wide range of College events, both off-campus and on-site.
- Attend selected events as the event manager, or as on-site support.
- Manage the Events budget in cooperation with the Director of Development.
- Coordinate any thank you letters or follow ups after attendance at an event.

Event Administration

- Set up events on the office’s database.
- Liaise with the Communications Team for promotion of events on the College website and social media.
- Work with the Head of Development Operations to ensure that event registrations and bookings are processed in line with event needs; see that, whether by email, post, or telephone, all queries and requests are acted upon and correctly managed within the alumni database (Raiser's Edge/NXT).
• Work with the Internal Events Officer to create event invitations that match the theme and audience of the given event; organise the sending out of these in concert with the Development Office Coordinator, whether by email or by post.
• Select menus, log dietary requirements, develop seating plans, name badges, place cards, menu cards and any other administrative needs.
• Ensure that College material such as display boards and stands arrive at venues and are put in place, and oversee technical aspects of events such as AV capabilities and systems.
• Liaise with venue staff on all aspects of the event.

Digital

• With the Internal Events Officer, take responsibility for the College’s online event series, building on the strengths developed during the COVID lockdown periods.
• Propose innovative virtual events to the Events and wider Development Team.
• Manage invitations and registrations across a range of online event and video calling software, including Eventbrite, Zoom, Hopin and Teams.
• Host virtual events, providing key technical support where necessary, and ensuring that all attendees and speakers can confidently play their role.

Additional Responsibilities

• Represent the events programme of the Development Office within the College, but also within the wider Oxford community and our community of alumni and friends.
• Maintain productive relationships with external stakeholders.
• Respond professionally and in a timely fashion to queries from alumni directed towards the College’s event programme.
• Contribute to a smooth-running Development team operation that interacts easily with other departments in the College.
• Ensure comprehensive record-keeping and reporting of all substantive alumni contact on the database.
• Assist the Development Director and Head of Development Operations in producing high quality and dynamic reporting of event data, ensuring accurate collection during and before events.

This list includes the principal responsibilities of the role but is not exhaustive. Other relevant duties may be specified by the Deputy Development Director from time to time.
Person Specification

Qualities and Experience:

Essential

- Educated to a degree level or equivalent professional experience.
- At least one year’s experience of event management or coordination in a school or higher education setting or its equivalent.
- Strong experience maintaining and managing information on a relational database.
- Exceptional organisational skills, able to plan and prioritise work effectively.
- Excellent written and spoken English with an appreciation of different audiences.
- Numerate and confident in handling financial data.
- Strong IT skills, particularly Microsoft Office (Excel and Word).
- Good attention to detail in all work undertaken.
- Able to work calmly under pressure, to prioritise and manage a varied workload.
- Able to work on one’s own initiative with minimum supervision.
- Flexibility and willingness to travel and work outside normal office hours, including the attendance of events.
- Well-presented and demonstrating a professional approach to work at all times as well as a good team worker.

Desirable

- Understanding and experience of the HE fundraising sector and alumni relations.
- Understanding of and familiarity with Oxford and the collegiate system.
- Knowledge of Raiser’s Edge (Blackbaud).