



Job Description

Job Title: Events Coordinator

Accountable to: Deputy Director of Development

Liaison with: Staff, Donors, Alumni Body, Event Stakeholders

Overview of the role

The Events Coordinator works with the Senior Events Officer to plan and manage 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. Reporting to the Deputy Director of Development and working closely with the Senior Events Officer, the Events Coordinator will have responsibility for:

- Planning, developing and delivering the annual calendar of high-quality alumni, fundraising and stewardship events.
- Managing the delivery of events on the day/evening, including out-of-hours work at College-owned sites as well as external venues and online, virtual events.
- The production and branding of materials for events, including invitations, programmes, menu cards and place cards, in both printed and web formats.
- Liaising with relevant key stakeholders such as alumni, senior staff and external speakers to ensure that all relevant tasks are actioned and agreed deadlines are met throughout the planning process.
- Carrying out pre and post-event evaluation to ensure clarity of event purpose and outcomes.

Main Duties and Responsibilities

1. Event Organisation and Coordination

- Work with the Director of Development, Communications and Alumni Relations, Deputy Director of Development, Master, Master's PA, Senior Events Officer, Development and Communications department staff, Young Univ and Univ in the Arts committees to plan ahead for the annual calendar of alumni, fundraising and stewardship events.
- Lead responsibility for certain events from start to finish both in the UK and overseas.
- Manage the upcoming events calendar with the Senior Events Officer ensuring events are strategically scheduled to offer a balance of events throughout the year.
- Attend selected events as the event manager, or as on-site support.
- Manage the overall events budget in cooperation with the Senior Events Officer providing reports to the Deputy Director of Development.

- Ensure events are appropriately staffed by members of the Development and Communications team.
- Produce event briefs and running orders for the Master and other staff working on events.
- Maintain a library of templates to ensure all event documents are consistent and professional.
- Coordinate any thank you letters or follow ups after attendance at an event.

2. Event Administration

- Create/design event invitations that match the theme and audience of the given event; organise the sending out of these by email through the database and occasionally by post.
- Liaise with the Communications Team for promotion of events on the College website and social media and sending invitations via Campaign Monitor.
- Work with the Development Data and Operations Manager to ensure that event registrations and bookings are processed in line with event needs and that all queries and requests are acted upon and correctly managed within the alumni database (Raiser's Edge/NXT).
- Select menus, log dietary requirements, develop seating plans, name badges, place cards, menu cards and any other administrative needs.
- Liaise with venue staff on all aspects of the event.

3. Digital

- Manage invitations and registrations across a range of online event and video calling software, including Eventbrite, Zoom and Teams.
- Host virtual events, providing key technical support where necessary, and ensuring that all attendees and speakers can confidently play their role.

4. Additional Responsibilities

- Represent the events programme of the Development and Communications 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 and Communications 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 Director of Development, Communications and Alumni Relations and the Data and Operations Manager 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 Director of Development from time to time.



Person Specification

Essential Qualifications, Skills and Experience

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

Desirable qualities

12. Understanding and experience of the Higher Education fundraising sector and alumni relations.
13. Understanding of and familiarity with Oxford and the collegiate system.
14. Knowledge of Raiser's Edge (Blackbaud).