

# UNIVERSITY OF DALLAS

Event Coordinator

Job Number: 13251UD

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## WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, rich traditions, and exceptional employee benefits.

## SUMMARY

UD is currently seeking an Events Coordinator to manage and coordinate special development and university relations events created to deepen relationships between UD and its donors, prospective donors, alumni, and friends, furthering the fundraising and engagement goals of the university. This position is housed in the Office of Development and University Relations and will work closely with all members of the Advancement team as well as other offices on campus, including, but not limited to, the Office of the President and the Office of Personal and Career Development.

## PRIMARY RESPONSIBILITIES

- Responsible for executing strategic events as assigned by the Executive Director of Engagement, including campaign events, stewardship events, alumni events, and other Development and University Relations events, including Office of Personal Career Development, as needed.
- For assigned events, oversee and account for all details related to special events, including but not limited to mailing lists, collateral materials, registration management,
- seating arrangements, room set up, catering coordination, linens, floral, furniture rental and other décor, audio visual, speaker travel arrangements, program agenda and scripts, gifts and mementos, expenses, and honorarium, and overseeing event registration and check-in and team event staffing.
- Ensure smooth event management by maintaining effective relationships and communications with internal and external partners, including university leadership.
- Build new relationships and continue to strengthen existing relationships with outside vendors.
- Develop and manage a comprehensive timeline and program agendas for all special events sponsored by the Office of Development and University relations.
- Prepare and maintain budgets, multiyear spending analysis, deposit requests, post-event invoicing, and final bill reconciliation.
- Manage contract negotiations with selected vendors.
- Provide critical analyses reflecting progress and/or adverse trends for strategic events to drive continuous improvements.
- Assist in creating, revising, proofing, and evaluating pieces of donor communication surrounding events and other Advancement priorities to ensure effective stewardship and engagement of donors, alumni, and friends.
- Manage invitation lists working in CRM.

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- Maintain inventory of hospitality material to support events.
- Perform other related duties and participate in special projects as assigned.
- Stay current on hospitality trends while creating a traditional and elevated experience.

## MINIMUM REQUIREMENTS

- Bachelor's degree.
- Previous events coordination experience.

## ADDITIONAL INFORMATION

- Peak event periods require additional hours, including evenings and weekends.

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life, and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefit for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**