

## Associate Director, Engagement and Events

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**JOB SUMMARY:** The Associate Director reports to the Director for Engagement and Giving and other staff in Advancement and across the Queens campus in creating and implementing the execution of a strategic, relationship-driven model of events. These activities serve as a focal point for stewarding alumni and existing donors, engagement of new and future donors, and developing ongoing pride in the Queens community. Working closely with internal and external stakeholders, this position is responsible for centralized event strategy that contributes to and supports the philanthropy and engagement goals of the institution. The Associate Director also collaborates with major gift officers to execute tailored programming and coordinates logistics including briefings, talking points, communications, and Queens' senior leadership engagement. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

### Essential Duties and Responsibilities

- Manage, plan & execute events for Advancement and collaborate with partners on other events throughout the year.
- Lead in the development of an annual plan of engagement activities with the Director of the Queens Fund, Director for Engagement and Giving, and other staff in Advancement.
- Use historic engagement data and feedback to develop new programming that results in deeper engagement and increased participation in the Queens Fund.
- Actively manage all volunteer leaders who contribute to the planning of Reunion Weekend and Homecoming with timely communications.
- Develop relationships through scheduled meetings with key volunteer leaders on the Alumni Council, Board of Visitors, and Parents Council. Support those group meetings as required.
- Coordinate with volunteers in key cities to support events and local members of the Queens community that support pride and philanthropy in the University.
- Contribute to the planning and communications strategy for all events and related activities.
- Manage vendor relationships related to event catering and a/v support.
- Design, manage, and execute all campaign-related events in an inclusive manner.
- Maintain relationships with faculty and colleagues across the University.

### Secondary Duties and Responsibilities

- Other duties and special projects may be assigned to meet department and university needs.

### Experience, Knowledge & Skills Required

- 5+ years of demonstrated experience in engagement and event management.
- Demonstrated experience with digital event management, communications, and related metrics;
- Fundraising/database management experience in higher education preferred.
- Demonstrated project and program management skills with the ability to organize cross-functional meetings with multiple stakeholders;

- Excellent interpersonal and communication skills (verbal and written), including exemplary poise, tact and diplomacy when working with a wide range of constituents and diverse audiences.
- Computer proficiency, particularly in MS Outlook, Word, Excel, and PowerPoint; ability to quickly learn and assimilate new systems and information.
- Proven attention to detail, accuracy, and timeliness.
- Excellent organization and follow-up / follow-through skills to ensure completion of assignments within established timeframes.
- Strong reasoning skills and the ability to define problems, collect data, establish facts, draw valid conclusions, and make well-thought-through recommendations
- Ability to work independently and as a member of a high-functioning team.
- Ability to anticipate needs and complete tasks proactively.
- Availability to occasionally work a flexible schedule, including nights and/or weekends to meet demands of the position
- Bachelor's degree or the equivalent in experience and education.

## Application Process

Qualified candidates should submit the documentation listed below via email to [hr@queens.edu](mailto:hr@queens.edu) in (.doc) or (.pdf) format. Incomplete applications will not be considered. Include the following:

1. A cover letter addressing the position qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include “**AD-EE**” and **YOUR NAME** in your email Subject Line.

(**Example:** AD-EE Jordan Washington)

**Submissions received by July 31, 2021,** will receive first consideration. Queens will continue to accept submissions until the position is filled.

## About Queens University of Charlotte

Located in the heart of the nation’s second fastest growing metropolitan area, Queens University of Charlotte leverages the city’s diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

## Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

### **Physical Requirements** (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations, and use a computer system – 75-100% of the

time

- *Hearing*: Hear well enough to communicate with co-workers, vendors, and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling*: Write, type, and use the telephone, copier, and computer systems – 75-100% of the time.
- *Mobility*: Kneel for physical inspection of storage areas; Open files and operate office machines; move between departments and attend meetings across campus – 50-74% of the time.
- *Talking*: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time.
- *Lifting, Pulling, Pushing*: Exert up to 20 pounds for force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-75% of the time.
- *Cognitive/Emotional*: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

#### **Work Conditions**

- Must be willing and able to work a flexible schedule to meet requirements of the position, including occasional nights or weekend work.
- Must be able to work in office environment while having contact with faculty, staff, parents, students, donors, service providers and vendors on any given day.
- Work has deadlines, multiple interruptions, high volume and can be stressful.

*This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.*