

The Event & Hospitality Director manages and coordinates all Seminary events, including SVS Press and Institute of Sacred Arts, as well as directs the hospitality effort for all Seminary guests, students, and community members. This role reports directly to the Chief Marketing Officer.

General Tasks:

- Develops and oversees strategy and execution for all Seminary fundraising and marketing events, as well as Seminary hospitality and student/community events.
- Assists with the development of concepts, themes and formats for events.
- Assists in planning major Academic events such as orientation, commencement, symposiums, lectures, etc.
- Seeks out and coordinates internal and external volunteer/paid staff before, after, and during events.
- Assists in event staffing, transportation, meals and lodging.
- Negotiates with venues, consultants and vendors to secure rates that enhance budgets.
- Manages consultants and vendors prior to and during the event to ensure flawless efficiency.
- Develops budgets and oversees financial reporting to internal departments and external agencies.
- Coordinates the development of content for event correspondence, collateral materials, sponsorship packages, social media and web communication.
- Oversees the post-event coordination, including but not limited to debrief meetings, recognition to key constituents, financial reporting and data transfer.
- Leads the thank you process and communication with event attendees, volunteers, sponsors, and third parties.
- Develops and maintains proper hospitality for all seminary guests, students, and community members, including housing arrangements off-campus, including all other relevant tasks.
- Develops and nurtures relationships with various members of the general public, alumni, donors, board members, students, clergy, and faculty.
- Assists SVS Press by taking orders at event booths and talking about the Press catalog, as needed.
- Presents and delivers solicitations for funds at events, as needed.
- Ensures privacy of donor, volunteer, and event attendee information and relationships.
- Performs additional event related duties and responsibilities, as needed.
- Attends team meetings and one-on-one's with the CMO
- Works closely with the Spiritual Formation Director, Director of Advancement, Academic Dean, the Seminary President, Chief Finance Officer, Campus Chef & Refectory staff, and/or Ecclesiarch, as needed.
- Works with the team to ensure that project/department milestones/goals are met and adhere to approved budgets.

Events include (on & off campus), but are not limited to: student orientation + commencement, academic lectures, conferences/symposia, SVS Press conferences + book signings, fundraising events, clergy visits, visiting scholars, student/community events, Alumni events, recruitment opportunities, Chapel community events, Sacred Arts events, DMin program intensives, etc.

Requirements:

- Strong project management & organizational skills
- Strong communication skills & time management skills
- Confidence in public speaking and soliciting a room of potential donors.
- Takes initiative and demonstrates flexibility in time and attitude to get the job done
- Bachelor's Degree
- 2-3 years' experience in managing events
- Excellent relationship management and interpersonal skills: the ability to work effectively with donors, volunteers and staff; display superior judgment and diplomatic skills; excellent verbal and written communications skills
- The ability to handle multiple tasks with organization and accuracy
- Proficiency in MS Office Suite (Word, Excel, etc), and Blackbaud Raiser's Edge NXT or similar database software
- Previous fundraising event experience, specifically fundraising events (silent auctions, galas, etc.)
- Intimate knowledge of Orthodox structure and protocol
- On site work Mon-Fri during normal business hours (8am-4pm during the summer & 8:30am-5pm during the school year)
- Availability in the evenings and weekends is required, as well as frequent travel