



The Taft School

110 Woodbury Road
Watertown, Connecticut

POSITION DESCRIPTION

JOB TITLE:	Assistant Director of Special Events
DEPARTMENT:	Advancement
REPORTS TO:	Director of Alumni Relations and Special Events
SALARY RANGE:	\$23.55 - \$30.76 per hour
POSITION / FTE:	1.00 (Full Time Non-Exempt)

Job Purpose:

Reporting to the Director of Alumni Relations and Special Events, the Assistant Director is a key member of the Advancement Office who will work closely with colleagues in the advancement office, cross campus partners and key volunteers to execute successful events on and off campus.

Position Requirements:

The duties and responsibilities of the Assistant Director of Special Events include, but are not limited to;

- ◆ In conjunction with the Director of Alumni Relations and Special Events and the Director of Donor Engagement and Stewardship, as well as others, this person will plan and execute a yearly events calendar including but not limited to: Reunion/Alumni Weekend, Commencement, regional gatherings, alumni athletic contests and other key on campus events.
- ◆ Develop and manage event calendar and communicate timeline and deliverables
- ◆ Plan and administer all aspects of events, including venue research and contracts, food/beverage, supplies, budgets and event communication.
- ◆ Handle or work with vendors (designer, printer, mail house) to design create, and send event communication
- ◆ Coordinate all pre and post event communications including invitations, surveys and follow up emails to attendees
- ◆ Perform ongoing research on event possibilities and trends

Event Management:

In collaboration with the Director of Alumni Relations and Special Events and Director of Donor Engagement and Stewardship, execute and support a portfolio of events including but not limited to;

- Reunion/Alumni Weekend
- Commencement
- Regional Gatherings
- Alumni Games: Soccer, Hockey
- Rhino Crashes: Affinity groups, Class Get-Togethers



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Minimum Desired Qualifications:

- ◆ Bachelor's degree preferred.
- ◆ Three years of event management experience preferred
- ◆ Strong organizational skills.
- ◆ Strong written and verbal communication skills.
- ◆ Position requires attention to detail and ability to work in a diverse environment with a variety of people.
- ◆ Position required evening and weekend work occasionally throughout the year and some travel may be required.
- ◆ Working knowledge of Microsoft Word and Excel required.
- ◆ Knowledge of Adobe Creative Cloud, preferred
- ◆ Knowledge of basic constituent database systems necessary, Raiser's Edge preferred

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