Senior Director of Special Events

St. Francis College (the “College” or “SFC”) is seeking an innovative, creative and organized event professional to lead the Office of Special Events during a historic time in SFC’s 162+ year history. As the College prepares to move its campus to downtown Brooklyn and open a brand-new, state-of-the-art campus, the Senior Director of Special Events will be responsible for developing exciting and engaging events to celebrate the campus move, as well as the treasured memories of our beloved 180 Remsen Street campus in Brooklyn Heights.

The ideal candidate is a seasoned event professional with experience leading special events teams, large and small, as well as an innovative and critical thinker who creates strategies and tactics for assigned events. Depending on the needs of the specific event the ideal candidate will have the superior skills and abilities to design and define the experience for SFC event guests through event development; manage cross-departmental event planning activities and deadlines through the use of project management tools and templates; provide full spectrum event preparations and implementation; utilize event planning software for event execution; develop budget estimates and reconciliations; and report on event data as required.

**Job Summary:** Reporting to the Executive Director of Marketing and Communications, the Senior Director of Special Events will be responsible for managing the planning and implementation of a broad array of internal and external-facing events for all areas of the College, including, but not limited to, the offices of Academic Affairs, Admissions, Student Affairs; the President, and the Office of External Affairs (which currently consists of Advancement, Community/Government Relations, Mission, Ministry/Interfaith Dialogue, Communications/Marketing and Special Events).

The Senior Director will plan, organize, and execute activities related to SFC events and programming, creating an optimal client experience. This position will serve as lead project manager for the event planning and implementation pipeline, while working closely with relevant stakeholders, vendors, and partners. The incumbent will have exemplary relationship building and supervisory skills and be excited by the responsibility of playing a critical role in creating moments that matter, securing event funding, and proactively seeking mutually beneficial partnerships with community and corporate entities.

**Duties and Responsibilities:**

- Serve as the primary lead of the Special Events Office, responsible for maintaining high-quality and professional event design and production.
- Deliver innovative and engaging event solutions to support the strategic goals of the College, including but not limited to engagements for alumni and donors, faculty/staff, and prospective and current students.
• Oversee the preparation, updating and publicizing of the master calendar of events and activities, including but not limited to the supervising the coordination of logistics for events related to meals, transportation, tickets, venue, audio/visual equipment, office equipment, security, telecommunications, emergency medical services, and any other related services.
• Develop relationships and work closely with colleagues in other offices of the College, including, but not limited to, the offices of Advancement, Admissions, Athletics, Academic Affairs, Student Affairs and External Relations.
• Craft event messaging and content as needed including events materials, presentation content, speech writing and remarks, video scripts, and other events and meeting related content as needed.
• Work closely with the Executive Director of Marketing and Communications to identify and implement ideas on effective marketing strategies and campaigns that appeal to the business community and beyond for events.
• Vendor management: oversee coordination of vendor production schedules (includes: venue contracts, collateral, save-the-dates, invitation design, media loops, printing and mailing, caterers, entertainment, photographers, videographers and consultants).
• Track event expenses and manage budget, produce event timelines and contact sheets.
• Support the development of event management tools and guidelines to ensure the highest standards of production quality.
• Develop and coordinate post-event analytics/evaluation to include return on investment analysis, to ensure continued success of events and sustainability.
• Develop and implements policies and procedures needed to support the efficient use of institutional event resources.
• Develop and maintain detailed guidelines and protocol for appropriately managing events.
• Build, review, and schedule SFC event email invitations and campaigns.
• Support the professional development of special events team members and student assistants.
• Supervises one or more Special Events employees as well as student assistants.
• Perform all other duties as assigned.

Qualifications:

• Bachelor’s degree required.
• Minimum of 8 years related experience planning small and large scale events for targeted audiences.
• Experience leading, motivating and mentoring mid-sized to large teams.
• Strong, confident and dynamic public speaker who can think and pivot quickly in the event of technical or program delays.
• Knowledge of College administration and regular events.
• Excellent interpersonal skills.
• Strong written, oral, and presentation skills.
• High energy, self-starting and creative.
• Ability to work evenings and weekends as required.
• Proficiency with MS Office, particularly Outlook and Excel; proficiency with scheduling software preferred.
• The ability to work and communicate effectively with faculty, staff and students from diverse educational and social backgrounds.
• Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
• Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
• Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
• Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

Strong commitment to the College’s mission and to its students, faculty and staff.

Interested applicants can apply by clicking here.

About St. Francis College:

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City’s low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College’s student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at https://www.sfc.edu/.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.