

Executive Director for Major Events and External Relations

Job Description

The Office of the President seeks an Executive Director for Major Events and External Relations to lead the Office of Major Events and External Affairs at the University of Virginia. The Executive Director will report to the Associate Vice President & Chief of Staff and will lead a team that is responsible for coordinating events at the University on behalf of the President, including Finals Weekend, Founder's Day, presidential inaugurations, building dedications, visits by dignitaries, and other special events. The team also coordinates events at the President's home, Carr's Hill, as well as manages the President's Suites at Scott Stadium and John Paul Jones Arena for athletic events and special performances. The team represents the Office of the President on many University committees and assists schools and units around Grounds for large-scale, University-wide events like Move-In Weekend, Family Weekend, Capital Campaign events, Affinity Reunions, and Reunions Weekend.

The Major Events and External Affairs team is responsible for maintaining critical relationships with schools and units across Grounds to steward strategic relationships on behalf of the President. These relationships include, but are not limited to alumni, donors, faculty, government officials, parents, staff, students, and the public. The team works closely with and partners with University Advancement to propose, schedule, and staff events with the President around the United States and world.

The Executive Director manages the Major Events and External Affairs team, providing the strategic vision for the department and overseeing the day-to-day operations, including event proposals and calendar, budgeting, hiring, performance management, and scheduling. Other key responsibilities include:

- Supervises a team of five employees and provides high-level guidance for event planning, design, and execution.
- Oversees planning for and management of Finals Weekend, in collaboration with partners across Grounds.
- Serves as liaison to University Advancement by assisting the President's Executive Assistant with scheduling the President's meetings and events with donors and alumni, reviewing briefings from Advancement for these meetings and events, and working with the Principal Gifts team and others in Advancement on invitations for athletic events and other events managed by the Office of Major Events and External Relations.
- Travels with the President, as needed, for events (Advancement, Athletic, etc.), meetings, and other University-affiliated business.
- In conjunction with the Office of the Architect and the Naming and Memorials Committee, reviews and approves all University plaques (building, donor recognition, memorial plaques and historical markers).
- Oversees the budget for the Office of Major Events and External Affairs.
- Manages special projects as assigned by the President or Chief of Staff.

Required Qualifications:

- Bachelor's degree is required, with at least eight years of relevant experience in designing, executing, and managing complex events.

- Attention to detail and organizational skills with the ability to handle multiple tasks simultaneously and prioritize appropriately to meet firm deadlines.
- Exceptional writing, speaking and listening skills.
- The ability to be flexible and adapt to change while remaining composed under pressure in a fast paced work environment with a high level of discretion.
- The ability to be a self-motivated, strategic and creative thinker.
- Strong time management and project management skills.
- Strong supervisory and leadership skill.
- Proficient in Microsoft Office, including Excel.
- Experience managing people

Preferred Qualifications:

- Master's degree.
- Experience with event management software systems.

This position is located in Charlottesville, VA.

The anticipated start date is October 17, 2022. This position is a restricted position and is dependent upon project need, availability of funding and performance. This is an Exempt level, benefited position. For more information on the benefits at UVA, visit <https://hr.virginia.edu/benefits>.

To be considered applications must be received by August 21. Review of applicants will begin August 22. The University will perform background checks on all new hires prior to employment.

To Apply:

Please apply through Workday, and search for R0038779. Internal applicants must apply through their UVA Workday profile by searching 'Find Jobs.' Complete an application online with the following documents:

- CV
- Cover letter

Upload all materials into the resume submission field, multiple documents can be submitted into this one field. Alternatively, merge all documents into one PDF for submission. Applications that do not contain all required documents will not receive full consideration.

References will be completed via UVA's standardized process Skill Survey. A total of five references will be requested via SkillSurvey during the final phase of the interview process.

For questions about the application process, please contact Ashley Cochran, Senior Recruiter at alc6dk@virginia.edu.

For more information about UVA and the Charlottesville community please see <http://www.virginia.edu/life/charlottesville> and <https://embarkcva.com/>.

COVID Vaccination Requirement and Guidelines

Please visit the [UVA COVID-19 Job Requirements and Guidelines](#) webpage prior to applying for current information regarding vaccination requirements and guidelines for employment at UVA.

The University of Virginia, including the UVA Health System which represents the UVA Medical Center, Schools of Medicine and Nursing, UVA Physician's Group and the Claude Moore Health Sciences Library, are fundamentally committed to the diversity of our faculty and staff. We believe diversity is excellence expressing itself through every person's perspectives and lived experiences. We are equal opportunity and affirmative action employers. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity or expression, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.

Job Details

Job Requisition ID R0038779
Location Charlottesville, VA
Posting Date 08/01/2022 - 9 days ago
Job Family Administrative Leadership
Time Type Full time
Job Type Regular
Supervisory Organization PR-President's Office (Margaret Grundy Noland)