

JOB INFORMATION

Effective Date	2/13/2023
Job Code:	2233
Job Title:	Director, Special Events
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Development
Job Family:	Fundraising Administration
Job Summary	The Director of Special Events and Programming is responsible for the strategic planning, supervision, design, leadership, and implementation of events university-wide and programs supporting major gift fund-raising, relationship-building, and constituent engagement for the Office of the President, University Advancement, and all other UHCL divisions. This position typically supervises two or more individuals and reports to the Executive Director of University Advancement.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in a related field.	Required	
Master's Degree	in a related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum of five (5) years of directly related work experience, with educational fundraising and all aspects of event planning including logistics, operations management, planning, and development.	Required	
Considerable	Minimum of seven (7) years of directly related work experience, with educational fundraising and all aspects of event planning including logistics, operations management, planning, and development.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to quickly assess project scope and exercise sound judgement to effect optimal success.	Skilled
• Clear and diplomatic communication skills to demonstrate a collaborative spirit to achieve institutional goals.	Skilled
• Awareness of UHCL’s current Strategic Plan and how it relates to the impact of institutional events; ability to pivot as needed when adjustments are necessary.	Proficient
• Excellent interpersonal skills to engage positive collaboration between all campus and external partners.	Proficient
• The ability to identify inter-departmental and inter-disciplinary special event opportunities.	Skilled
• Knowledge of special event best practices and UH–Clear Lake/UH System event protocol.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Ensure the priorities of the Office of the President, University Advancement and the constituent units of UHCL are reflected in the planning and presentation of events, ensuring that information is communicated clearly and professionally with appropriate constituents, including faculty, staff, volunteers, contractors, vendors, etc.	30%
• Collaborate with committees and/or appropriate individuals to develop a program for events, including speakers, topics, and timing; communicate with speakers and other vendors regarding their commitment to the event and their needs related to all aspects of the event.	20%
• Provide highly collaborative, team-oriented leadership, professional expertise, and strategic direction in the planning, development, and execution of high-quality UHCL campus events, programs, and functions.	20%
• Evaluate and select geographic locations for events; negotiate contracts and evaluate options with a variety of vendors; and coordinate all related services with vendors in compliance with university policies, procedures, and guidelines.	10%
• Develop, administer, and manage an annual events and program budget and provide budgetary analysis and reports following events.	10%
• Prepare pre-and post-event analysis and year-end event reports, assess opportunities and make recommendations for improving services to internal and external constituencies, assess planning processes for the annual program of special events and makes recommendations for improvements, and implement improvements as appropriate.	5%
• Performs all other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description