

## MIT Job Description

<b>Job Title: Events Planning Assistant 1</b>	<b>Position Title: Event Planning Administrative Assistant</b>
<b>Reports to: Director, Development Events</b>	<b>% Effort or Weekly Hours: 40 hrs per week</b>
<b>Department: OER- Donor Engagement, Campaign Development, and Initiatives Teams</b>	

### **Position Overview:**

The Event Planning Administrative Assistant for Development Events and Initiatives is a vital and integral member of the MIT Sloan Donor Engagement, Campaign Development, and Initiatives Teams. Reporting to the Director of Development Events and supporting the work of the Development Events team and campaign development, this individual will perform complex and diverse duties in support of donors, development priorities, and the members within the team. With strong interpersonal skills, professionalism, logistics support, excellent verbal and written communication skills, and attention to detail, this role will support achieving team and department goals.

The person in this position will assist with administrative elements of development events such as communicating with donors, processing registrations, preparation of event materials, nametags, attendee lists, confidential briefing materials, etc. They will provide data and reporting support, assist in management of budgets and overall tracking, and manage development event processes. Additionally, they will provide administrative support for the campaign development team including but not limited to calendar and meeting scheduling, interacting with faculty and department stakeholders, domestic and international travel scheduling, and the creation and editing of written materials for the team.

Role is eligible for flexible work schedule that aligns with practice of Office of External Relations.

Some travel, evening, or weekend work may be required.

### **Principal Duties and Responsibilities (Essential Functions):**

#### **70% Development Events Support**

- Assist with administrative elements of development events such as calendar and website content, registration pages, event technology, preparation of pre- and post-event materials, nametags, attendee lists, and highly confidential briefing materials.
- Play an active role in the coordination of event logistics and operations such as arranging facilities and event details such as decor, catering, audio and visual, and promotional material.
- Execute day-to-day operational plans for multiple events.
- Respond to event questions and problems and seek solutions as needed.
- Identify and evaluate potential event vendors and venues.
- Maintain event processes and enhance both documentation and reporting techniques to analyze event metrics.
- Proactively support team through alumni database coding and reporting, organizing, and maintaining data.
- Participate in projects, trainings, or event systems needs such as Cvent.

- Staff registration at events as needed.

### **30% Administrative Support**

- Proactively and independently schedule diverse and complex appointments, meetings, and travel arrangements for the Executive Director, Campaign Development, Communications, Donor Engagement and Stewardship and the Director, Development Events.
- Provide administrative support for the Development Events team, including but not limited to invoicing, expense tracking and reconciliation, and budget and supplies management.
- Schedule team and events working group meetings, assist with agendas, prepare and update Trello as needed, and assist with notetaking and follow-up for team meetings.
- In this capacity, the Administrative Assistant will also play an active role in supporting initiative and campaign development work including but not limited to scheduling meetings with centers and initiatives across the school, preparing agendas, and editing and proofreading internal and external written materials.
- Other projects related to development events and campaign development as assigned.

### **Supervision Received:**

- Reports to the Director, Development Events

### **Supervision Exercised:**

- N/A

### **Qualifications & Skills:**

#### *MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

- High School diploma or equivalent experience required.
- A minimum of 3 years of administrative, office, or related experience required.
- Candidate must be comfortable working as part of a collaborative team with an ability to interact well with others.
- Required technical skills include PC standard applications including Microsoft Word, Excel, Publisher and PowerPoint.
- Must have strong interpersonal skills and analytical skills and superior customer service skills.
- Experience working with donors, senior staff, and administration a plus.
- Other required skills include: strong organization and presentation skills, written communication skills, and ability to set goals and priorities in a fast-paced, demanding environment.
- Candidate must be a self-starter, highly motivated, possess initiative and precise attention to accuracy and detail.

### *PREFERRED EDUCATION AND EXPERIENCE:*

- Customer service, events, or marketing experience in a university, professional school or large non-profit organization is preferred.
- Project management experience is preferred.
- Writing and editing experience is preferred.

### *MIT SLOAN COMPETENCIES*

- Collaborating and building relationships
- Focusing on the customer
- Fostering an inclusive community
- Exercising integrity and credibility

*\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*