

College and Community Events Manager
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under general supervision of the Dean of Students or assigned supervisor, this position will cultivate, develop, and plan the use of facilities by securing contractual agreements that are compliant with District Policy and Procedures. As an integral member of the Dean of Students' team, the College and Community Events Manager works closely with other administrators, staff, and faculty to develop strategic fundraising initiatives. The College and Community Events Manager oversees a portfolio of corporate and foundation donors and prospects; specific responsibilities include, but are not limited to, the following:

Examples of Duties

1. Assist the Dean of Students to build the Events and Scheduling Department into a self-sustaining auxiliary.
2. Determine the type and availability of space and equipment needed for use of the facilities and provide prospective users in planning and selection, and layout and set-up of campus facilities and events.
3. Develop written proposals to attract and retain valued community partner sponsorships of college- approved events.
4. Provide event supervision and adequate personnel support at all College and community events.
5. Investigate, analyze, and resolve event issues and complaints.
6. Provide clear, concise, and timely communication to other departments related to college and community events.
7. Coordinate with campus and community constituencies, including the BC Marketing & Public Relations Department, to conceptualize, plan, promote, and implement campus and community events.
8. Recruit, train, assign, evaluate, and supervise classified staff, short-term temporary staff, volunteer events personnel, and student employees.

Example of duties continued:

9. Maintain and update all campus profile information pertaining to the events scheduling software.
10. Develop and organize the use of campus facilities by outside organizations.
11. Serve as campus liaison with external contacts in the process of planning and organizing facility use.
12. Manage on-campus space use applications to ensure facility usage complies with Board Policy and Education Code.
13. Assures coordination and compliance with city, county, police and fire by laws, codes, and ordinances.
14. Oversee the preparation of requisitions, invoices, payroll, and billing records in accordance with District policies and procedures.
15. Maintain relevant data related to events scheduling.
16. Prepare and present departmental reports as necessary.
17. Oversees the allocated and ancillary budgets
18. Perform other related duties as assigned to satisfactorily fulfill department responsibilities.
19. Develop and steward strategies to foster long-term campus and community engagement.
20. Write and edit proposals, reports, prospect background profiles, correspondence, and other documents for internal and external audiences.
21. Research and analyze potential donors, agencies, and corporations, giving patterns and interests to facilitate the strategic development for the College foundation fund.
22. Meet regularly with faculty and staff members to identify potential funding sources.
23. Manage existing portfolio of donors while identifying new prospects.
24. Cultivate, solicit, and steward donor prospects.
25. Prepare President, Vice President, senior staff, and board members for meetings with relevant donors, as appropriate.
26. Maintain accurate donor information through database systems.

Examples of duties continued:

27. In conjunction with BC Foundation Office, design and execute appropriate cultivation and fundraising events.
28. In collaboration with the Dean of Students, develop, review and implement strategy for increased donor awareness.
29. Establish priority donor targets, strategies and outreach activities.

Minimum Qualifications

Any combination equivalent to:

- Bachelor's degree from an accredited college/university and two (2) years of experience or Associate's degree and four (4) years of experience or High School diploma and six (6) years of experience.
- Experience using computer software applications.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Mission of the California Community Colleges and community college programs.
- Project management.
- Principles of budget control and personnel management.
- Applicable building codes.
- Ordinances and regulations related to public health and safety requirements.
- Computer software and operation of modern office equipment.

Ability to:

- Assess the needs of the College community in order to support executive leadership in budget planning efforts directed toward marketing the campus
- Maintain complex records and compile clear and accurate reports.
- Interpret rules, regulations, codes, and policies.
- Coordinate/facilitate meetings.
- Plan, organize, and coordinate events.
- Recruit, train and manage volunteers.
- Establish and maintain effective working relationships.
- Coordinate and oversee the work of others.
- Work effectively with large community groups and volunteers.

Knowledge and Abilities continued:

- Communicate effectively and clearly both orally and in writing.
- Be flexible and firm in support of areas of responsibility.
- Successfully complete projects in a detailed-oriented manner while working under tight timelines.
- Promote a positive public image.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
3	Ability to lift 10 pounds.
3	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified management position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)