



# PERSONNEL REQUISITION

**COPY**

Date: July 21, 2008

From: Peter W. Schramm Department: Ashbrook Center

Please procure, by transfer or from other sources, a candidate for:

Job Title: Events Coordinator Shift Required: \_\_\_\_\_

Date Required: TBD  Full-time  Part-time

Description of work to be done:

- Plan and coordinate all Ashbrook Center regular and special events—confirm speakers, reserve venues, arrange catering, develop promotional materials, and process event registrations/ticket sales.
- Maintain and manage the Raiser's Edge donor database, mailing lists, and generate reports.
- Process donor gifts and generate acknowledgement letters.
- Oversee printing and mailing of fundraising solicitations.
- Provide general administrative support for Ashbrook fundraising program.
- Perform a range of administrative and clerical support activities for the Director of Events/Coordinator of Development and the Director of Annual Giving and Special Events.

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Special qualifications desired:

This position requires the ability to work independently, exercising judgment and initiative. Applicants must be extremely organized and pay great attention to detail. Must possess good interpersonal skills and strong communication skills, both verbal and written. Must have the ability to work and communicate effectively and in a courteous and professional manner while managing multiple tasks at the same time. Computer proficiency required, especially in Microsoft Word and Excel.

Supervisor/Chairperson: *Peter W. Schramm* Date 7-21-08

VP for Business Affairs: *James D. Somers* Date \_\_\_\_\_

Director of Personnel: *J.P. Somers* Date 7/23/08

Date received and posted: 7/23/08