

## **New Hire – Suites and Events/Stewardship Assistant Director**

**Reports to:** Suites & Events/Stewardship Director

**Supervisory Duties:** Interns, Volunteers and Support Staff Assisting with Events and Game Days

**Job Requirements:** Previous Event Planning and Sales Experience / Strong Customer Service Skills / Strong Writing Skills

**Oversight Responsibilities:** Manage Logistics for Events and Suite Operations as well as assist with stewardship efforts

**Time Requirements:** 40 hours per week – Monday through Friday in addition to weekend, evening, and holiday work as required for events and athletic contests (such as all home football, men’s basketball, baseball, and some post-season games)

### **DESCRIPTION OF DUTIES**

#### *Job Summary*

The Suites and Events/Stewardship Assistant Director will join the VAF Suites and Events/Stewardship Team as an integral role for suite sales, event planning, event communications and advertising, as well as stewardship initiatives. This position will help manage the administration, sales and operations for Scott Stadium, John Paul Jones and Disharoon Park suites, as well as plan certain assigned events and assist with all Foundation events. Utilizing strategic planning, hospitality and customer service, the role of the Assistant Director includes assisting VAF in its efforts to steward existing donors and student-athlete alumni, recruit new donors and support the University of Virginia’s athletics programs.

#### *Responsibilities*

- **Event Planning:** Manage assigned events and assist Director with all events—to include hospitality clubs, auctions, golf tournaments, socials tour, post-season tournaments, sport reunions, special celebrations, facility dedications, donor recognitions, ring ceremonies, scholarship recognitions, etc. Manage invitation process and registration to track responses and generate reports as needed. Facilitate event logistics including venue management, catering, florist, set-up, parking, transportation, hotel accommodations, gifts, audio visual support, and media coverage.
- **Suite Administration:** Assist Director in managing sales and operations for football suites, men’s and women’s basketball suites, and baseball suites. Maintain or create long term or single-game lease prospect lists for all suite options. Help manage suite holder databases and e-mail groups. Work with accounting on invoicing and payroll. Prepare and mail ticket packages and parking passes. Organize load-in and game-day logistics including suite staffing plan. Attend games as assigned and manage game-day operations and suite-holder/donor relations. Follow-up with items on game-day logs—solve problems and submit work orders.
- **Communication:** Communicate event details using established procedures to appropriate University and Athletics administration and staff via e-mail, websites, and event summaries or proposals. Create and send event communications to donors, alumni, suite-holders etc. Serve on the Communications Committee within the VAF, updating Director with necessary details and providing updates from Suites & Events.
- **Customer Service:** Provide outstanding customer service to donors, prospects, suite-holders, etc.
- **Vendor Management:** Manage relationship with event and suites vendors including caterers, rentals, printers, promotional materials, etc.
- **Partnership:** Support other areas within VAF and Athletics in their efforts to connect with donors and prospects.
- **Tools:** Must develop proficiency in email platforms including a combination of Marketing Cloud, Oracle and registration platforms including Paperless Post and Eventbrite, and databases including Paciolan, Advance and Evertrue.

- Budget: Assist with the development and management of the VAF Suites and Events/Stewardship team budget.
- Marketing: Assist in marketing of suites and events to include strategic plans, content creation and campaign execution. Update suite holder handbook, suite staff notebooks, web presence of suites/clubs, and other marketing materials. Assist in social media efforts to publicize events and suites as sales and stewardship opportunities.
- Supervision: Assist the Director in staffing suites and events operations. Supervise interns, volunteers, and support staff involved with events and game days.
- Stewardship: Assist with stewardship activities, events and tasks as needed.

*Assist with Other Projects as Assigned*

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## **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated skills, knowledge and experience in the design and execution of events
- Strong verbal, written, creative, strategic, organizational and interpersonal skills
- Success in sales or development a plus
- Ability to interact with executive-level administrations, VIPs, donors/prospects, alumni and development staff with an understanding of protocol and confidentiality
- Enjoy being part of a team approach to work
- Have above average computer knowledge and skills including Microsoft Office and online event tools including Eventbrite
- Excellent organization skills and ability to manage multiple tasks simultaneously
- Self-starting/self-management and initiative
- 4-year college degree required
- At least three years' experience in event planning or hospitality fields preferred
- Enjoy watching & attending sporting events highly recommended

The Virginia Athletics Foundation offers a flexible and hybrid workplace. All team members must have access to and maintain a secure home office environment with high-speed internet service and work collaboratively with others using a variety of technologies and tools. Depending on the type of position and work performed, or as deemed by manager, some positions may be required to work intermittently in a shared office space located in Charlottesville, Virginia.

Committed to attracting and retaining a diverse staff, the Virginia Athletics Foundation honors your experiences, perspectives and unique identity. Together, we strive to create and maintain working environments that are inclusive, equitable and welcoming so we can best achieve our mission of supporting our broadly diverse donors, teams, and networks of engaged alumni, parents, and friends of the UVA Athletics.