

Events Manager Job Opening

Organizational Information:

The mission of the Medical College of Virginia Foundation (“MCV Foundation”) is to inspire, seek, secure and steward philanthropic resources for VCU Health. Since 1949, MCV Foundation has supported the MCV Campus, a nationally recognized urban academic health center in downtown Richmond.

The MCV Foundation’s campus partners include: VCU College of Health Professions, VCU School of Dentistry, VCU School of Medicine, VCU School of Nursing, VCU School of Pharmacy, VCU School of Population Health, VCU Massey Comprehensive Cancer Center and VCU Medical Center. The MCV Foundation currently manages more than \$900 million in assets to ensure that the VCU Health Sciences Campus remains at the forefront of excellence and innovation in patient care, education, and research.

Position Summary:

The Events Manager has primary responsibility for planning, overseeing, and executing MCV Foundation (MCFV) outreach and stewardship events. This position works closely with the Executive Vice President and Chief Development Officer and the development staff to ensure all MCFV events are produced and executed at the highest level.

Responsibilities include:

- Plan and manage all aspects of signature MCFV events, including the Scholarship Brunch, Discovery Series RVA, Discovery Series Williamsburg, MCV Society Reception, Dinner with the Docs, Women’s Health Lunch, MCFV Board receptions, Annual Board Awards Dinner, and Trustee salon receptions with support and input from development and leadership teams.
- Coordinate all aspects of event logistics, including securing venues and speakers, creating guest lists, communicating with catering, managing audiovisual setup, and creating presentation materials and nametags.
- Cultivate and manage relationships with speakers, vendors, key contributors, board members and internal staff to enhance event outcomes and fundraising efforts.
- Oversee on-site event management, addressing issues and ensuring a positive experience for attendees.
- Implement marketing strategies to promote events and maximize attendance. Collaborate with the Communications Team to create invitations and marketing materials for events.
- Responsible for administrative tasks such as booking venues for events, drafting event briefing memos for the Leadership Team, and producing spreadsheets to track event details (cost, attendance, AV, rentals, etc.)
- Create and manage event budgets, ensuring cost-effectiveness and adherence to financial guidelines.
- Assist with the planning and executing of school-based and unit-based events as appropriate.
- Track and evaluate the success of events through key performance indicators and feedback mechanisms.
- Stay informed about industry trends and best practices to continuously improve event strategies.

Required Skills/Abilities:

- A self-starter with outstanding organizational skills and attention to detail.
- Proficient in project management tools, event planning software, database systems, and Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Ability to interact and collaborate with volunteers, donors, prospects, and university leaders.
- Ability to prioritize and complete multiple projects simultaneously.
- Team oriented, collegial in manner and approach.
- Demonstrate high levels of professionalism, accuracy, productivity, and initiative.
- Ability to work independently and problem solve quickly.
- Commitment to excellence in work product.
- Passion for the mission and values of the organization.
- Flexibility to work evenings and weekends as required by event schedules. Some regional out-of-town travel is also required.

Education and Experience:

- Bachelor's degree or equivalent experience is required.
- A minimum of three (3) years of in-depth event planning experience required.
- Proven event and project management experience a must.

This exempt position is located at our offices in Richmond, Virginia with a hybrid option after the initial onboarding period. The Foundation offers a very competitive total compensation and benefits package.

MCV Foundation is an equal opportunity employer. Qualified applicants will be considered without regard to race, traits historically associated with race, color, physical or mental disability, medical condition, age (40 or older), marital status, religion/creed, national origin or citizenship, political activity or affiliation, veteran status, military status, genetic information, sexual orientation, sex or gender (which gender identity or expression, pregnancy, childbirth or related medical conditions), taking or requesting statutorily protected leave, or any other basis prohibited by law.

Please send your resume and/or cover letter to Sara Curry, our Director of Human Resources, at sara.curry@vcuhealth.org for consideration.