

Position Title	Advancement Event Coordinator
Group/Portfolio	Advancement
Classification	HEW 5
Position Number	00061609
Reports To	Deputy Director
Employment Type	Fixed Term

1.0 Position Purpose

The Advancement Event Coordinator coordinates and delivers effective events to support the Advancement portfolio's philanthropic and alumni engagement strategic objectives.

The role works closely with all areas of the Advancement team – Alumni Engagement, Fundraising, Advancement Services and the Office of the Vice President – and interacts with the Marketing and Communications Events team to ensure the successful provision of event support.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications in event management, engagement, marketing or a relevant discipline and/or an equivalent combination of relevant experience, education and training.

3.0 Key Responsibilities

- In consultation with the Deputy Director, provide advice and support for the diverse suite of Advancement domestic and international alumni and donor relations events.
- Liaising closely with the Marketing & Communications Events team, organise all aspects of events relevant to the Advancement portfolio, including administration, logistics and database management.
- Coordinate event logistics, including managing guest lists and RSVPs, responding to event enquiries, sourcing and developing relevant materials, preparing event briefs and reports, and ensuring accurate event records are maintained in the Advancement database.
- Develop and implement administrative systems and procedures to ensure efficient and effective support for all Advancement events.

- Act as the main contact point for all internal and external Advancement event related enquiries.
- Develop and maintain collaborative working relationships with relevant key stakeholders including the Marketing and Communications team.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Demonstrate the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#).