

## Communications and Events Manager - Skandalaris Center - 47873

### EOE Statement

Washington University is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or expression, national origin, genetic information, disability, or protected veteran status.

### Job Type/Schedule

This position is full-time and works approximately 37.5 hours per week.

### Department Name/Job Location

This position is in the Skandalaris Center. The position is located at Mallinckrodt. This position is for the Danforth Campus.

### Essential Functions

#### POSITION SUMMARY:

The Skandalaris Center Communications and Events Manager will be responsible for the development, execution, and continuous measurable improvement of the Center's branding and communication strategies as well as 50+ annual events and programs.

#### PRIMARY DUTIES AND RESPONSIBILITIES:

1. Create and manage the Center's events strategy across a wide variety of initiatives, programs, and constituent groups. Oversee structure and scheduling of staff support to ensure a world class experience for participants.
2. Develop branding and sponsorship content strategy, including implementation, generation, and dissemination. Manage engaged staff and partners to ensure connectivity across the Center's portfolio. Serve as a key liaison with Office of Public Affairs and other media outlets. Work closely with Advancement on donor prospectus creation.
3. Serve as communication liaison between the Center and all stakeholders, including National Council, donors, government and foundation relations (grant management), faculty, and students.
4. Support Salesforce CRM and databases for communications and events tracking ensuring accurate collection of data and metrics as well as analyzing demand/satisfaction/outcomes associated with Skandalaris Center initiatives; manage databases and assist with custom surveys. Manage annual reporting for initiatives across the Center.
5. Manage budget for execution of brand plan.
6. Perform other duties as assigned.

### Required Qualifications

- Undergraduate degree and three years of related experience.
- Proficient in Microsoft Office Suite Package (Word, Excel, PowerPoint, Word, Publisher, Outlook, and Access).
- Proficient in Adobe Creative Suite products and Salesforce (or other CRM).
- Excellent interpersonal communication skills, written and verbal; a service-oriented communicator who is a true team player.
- Strong creative and problem-solving skills, organizational skills, event management, attention to detail, and customer service skills.
- Proven ability to manage and prioritize multiple tasks and deadlines with varying degrees of pressure; ability to exercise judgment and take corrective action.

### Preferred Qualifications

- Formal undergraduate education in entrepreneurship.
- Experience with branding, marketing and social media in an entrepreneurial context.
- Proven ability to handle confidential information responsibly.
- Prior Management Experience.
- Development and oversight of sponsorship opportunities for university or similar initiatives.
- Experience with social media and website maintenance.
- This position requires a self-starter with excellent project management, technical, communication (both written and oral), and interpersonal skills; A self-motivated individual driven by challenge with the ability to work independently with a high degree of

- reliability, accuracy and productivity; A positive attitude is a must.
- Must be able to work independently in an environment of multiple and conflicting priorities and projects; anticipate and resolve problems and updates supervisor on status of projects.
- The candidate should have good professional judgment, initiative, and confidence.
- The candidate will work independently but have the ability to function as part of a team, coordinating with multiple constituencies.
- Commitment to Diversity, Equity, and Inclusion.

**Salary Range**

Base pay commensurate with experience.

**Pre-Employment Screening**

All external candidates receiving an offer for employment will be required to submit to pre-employment screening for this position. Current employees applying for a new position within the university may be subject to this requirement. The screenings will include a criminal background check and, as applicable for the position, other background checks, drug screen, employment and education or licensure/certification verification, physical examination, certain vaccinations and/or governmental registry checks. All offers are contingent upon successful completion of required screening.

**Benefits**

This position is eligible for full-time benefits. Please click the following link to view a summary of benefits: <https://wustl.box.com/s/8wkhs25yssf0775x9d6nd6vqa7obpth7>.

**Applicant Special Instructions**

- The work environment is primarily an office setting with frequent events/programs where transporting of lightweight (15lbs) materials/tables/etc., will be required.
- Many Skandalaris events and programs are held in the evenings and on weekends, thereby requiring hours/activities outside the normal work-day as needed.
- Work will be conducted at both the Danforth and Medical School campuses and occasionally off-campus.

PLEASE INCLUDE A COVER LETTER WHEN SUBMITTING YOUR RESUME.