THE INSTITUTION
Haverford College is consistently ranked among the top 20 undergraduate liberal arts colleges in the United States. Located outside Philadelphia, it is highly regarded for its rigorous and intensely personal undergraduate education, which is delivered in a beautiful arboretum setting and anchored in its Honor Code. The vast majority of students live on campus and are active in athletics, student clubs, internships, service activities and self-governance. Haverford was founded by Quakers in 1833, who believed that academic excellence, offered in a setting of tolerance and mutual respect, would serve a larger goal of "educating the whole person." While Haverford is nonsectarian today, those same values continue to inspire and distinguish its students and alumni.

The Institutional Advancement Division propels Haverford’s mission and values through inspired engagement and philanthropy. This Division supports the strengthening of the College’s values-based liberal arts education through its relationships with alumni, parents/families and friends, and by building Haverford’s reputation as a remarkable institution of higher learning. Particularly in the case of Haverford alumni, their relationships with the College and their fellow alumni are viewed as lifelong and the Institutional Advancement Division strives to enrich them through different engagement and volunteer opportunities.

This is an exciting time as Haverford College is in the midst of developing a new strategic plan that will position the College for its next decade and lead up to its 200th anniversary. Expecting to conclude in the next six months, this collaborative community-wide effort will set the institutional aspirations and priorities that will inform the next comprehensive campaign. In tandem with the development of Haverford’s new strategic plan, Institutional Advancement has created a data-informed multi-year and multifaceted plan that undergirds growing the Division, recalibrating several departments, adding new functions, and preparing for a robust campaign. Over the next two years, Institutional Advancement will expand its staffing between 25-40%, across multiple areas (Philanthropy, Alumni and Constituent Engagement, Advancement Services, and Charitable Gift Planning), and at all levels of its operations,
such as Advancement Communications, Volunteer Recruitment and Development, Principal Gifts, and Analytics and Predictive Modeling. Enthusiastic, high-caliber professionals are sought to join the existing team of excellent colleagues and help propel Haverford forward through the launch of the comprehensive campaign and fulfillment of Institutional Advancement’s multi-year and multifaceted plan.

For additional information, please visit their website at https://www.haverford.edu/.

THE POSITION
Reporting to the Interim Director of Special Events, the Coordinator of Special Events in Alumni and Constituent Engagement helps to execute and support comprehensive lifecycle-based engagement opportunities for the Haverford community that are seamlessly aligned with the College’s fundraising efforts.

The primary responsibilities of the Coordinator of Special Events include providing support for College-sponsored virtual and in-person events, volunteer-driven virtual and in-person events, and on campus events, including Alumni Weekend and Family & Friends Weekend.

Primary Responsibilities

• Events
  o Support on campus, volunteer organized, and regional/national/international events (either virtually or in-person).
  o For on campus events, manage registration, staff and volunteer coordination.
  o Supervise the preparation of event packages and registration packets for all Institutional Advancement (IA) events.
  o Act as staff representative at events as necessary including evening and weekend events.
  o In conjunction with the assistant director, supervise student workers during large on campus events.

• Communications
  o Responsible for the execution of email and paper event communications for alumni, families, friends, and benefactors.
  o Coordinate the events calendar and information sharing within IA.
  o Prepare and send invitations, reminders, and confirmations for all College sponsored events.
  o Create registration forms in Cvent.
  o Communicate with outside vendors.
  o Interact with other departments within the College and with leadership donors and key volunteers as needed.

• Data Collection and Management
  o Update Raiser’s Edge with details of virtual and in-person events, invitee responses, registrants, and guests.
  o Organize and communicate registration statistics for College-sponsored, and on campus events with concerned parties.
  o Support colleagues by creating queries and exports which research and summarize constituent information they need.
• Work with other departments throughout the College to confirm that constituent data in Raiser’s Edge is accurate and complete.

• Point of contact and processor for all departmental accounting needs.
  • Use the College’s Accounting system for:
    ▪ Invoice processing.
    ▪ Reimbursement processing.
    ▪ Other misc. financial operations (cash receipts, journal entries, etc.)
  • Work with gift processing to assure appropriate credit for reunion gifts.

• Collect all submitted resumes, cover letters, and references for any applications to the department. Schedule interviews. Respond to all applicants.

• Manage special projects as determined by IA.

This position’s work location/hours will follow that of the College and Institutional Advancement’s policies and procedures.

Education, Training, & Experience

• Bachelor’s degree or equivalent work experience required.
• Detail-oriented and organized with ability to handle more than one project at once.
• Experienced in using the following software: Microsoft Word, Excel (especially mail merge operations), PowerPoint as well as Google Documents, Sheets, and Forms.
• Event Management System (EMS), and Raiser’s Edge experience preferred but not required.
• Excellent communication skills including writing, editing and the ability to proof and revise accordingly. Excellent relationship-building skills.

Special Requirements

• All faculty and staff (including contract workers) who are employed or engaged by Haverford College, must be fully vaccinated against COVID-19 (to include a booster dose when eligible), and provide proof of vaccination, unless an exemption from this policy has been granted as an accommodation or otherwise.
• Possession of a valid U.S. driver’s license and ability to pass a Motor Vehicle Record Check is required.
• Evening and weekend work occasionally required.
• Some travel required.

For inquiries, nominations, and applications please contact:
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