

Special Events Officer
Tufts University

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Posted Sep. 9, 2025, set to expire Jan. 22, 2026

Job Title	Special Events Officer
Department	University Advancement
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/22300?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

University Advancement (UA) is a comprehensive development and alumni engagement enterprise with a staff complement of approximately 200 full time employees. Units within UA include development/fundraising, alumni engagement, campaign management, special events, stewardship and donor relations, gift processing, research and prospect management, gift planning, corporate and foundation relations, and information systems and management. UA's mission is to build strong relationships with Tufts University's constituents, match donor interests with the University's needs and priorities, and secure the financial resources necessary for Tufts to achieve excellence in teaching, research and scholarship.

The Division is strongly committed to serving the academic agenda of the University and creating a culture of philanthropy in the extended Tufts community. Integrity, collegiality, diversity, accountability,

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mutual trust and respect for the individual, as well as the intentions of our donors, are the values that guide the work of the division. UA's current work is building off the momentum of the recently completed 10-year Brighter World comprehensive campaign, which raised more than \$1.5 billion. Under the leadership of a dynamic new University President, UA is embarking on an ambitious series of events in support of the president's vision and emerging priorities.

The Office of Special Events for University Advancement works together with the individual school development officers and senior administrators to provide donor recognition and cultivation through events. The goal is to build ongoing relations with contributors and heighten their philanthropic interest in the University. The department coordinates and manages over 50 (many multi-faceted) special events per year with attendance ranging from 15 to 5,000 guests

Please include a cover letter with your application.

What You'll Do

Reporting to the director of special events and under the supervision of the director and team members, the Special Events officer will be responsible for assisting and/or planning various events and projects annually, such as recognition dinners, dedications, receptions, lectures, and campus visits and other meaningful and impactful donor experiences.

Essential Functions

The Special Events Officer will:

- Liaise with all university departments and outside partners for all logistical items related to events such as scheduling events, securing internal and external vendors.
- Create, develop and manage event invitations, including drafting text, developing and creating invitations, invitation lists, coordinate mailings, managing event registrations.
- Produce event materials, such as name-tags, seating charts, schedules and guest reports.
- Schedule and participate with Director of Special Events in briefing meetings and provide necessary support and event information packages to Senior University Administrators
- On-site Event Management including overseeing proper event set-ups, registration process, and working with the event lead to troubleshoot issues.

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- Budget Management – work closely with the Director and the entire team in drafting budgets, tracking expenses, reconciling costs, processing invoices and regular reporting to division management
- Provide administrative and logistical support to the Special Events team such as scheduling and arrange meetings, assist with travel arrangements and necessary preparations, ordering of supplies, processing invoices, conducting necessary outreach and other tasks as assigned
- Other tasks/duties as assigned

What We're Looking For

Basic Requirements:

- Typically, a high school diploma/GED and 5+ years of administrative experience OR a bachelor's degree and 1-2+ years of experience.
- Advanced knowledge of Microsoft Office Word, Excel, and PowerPoint.
- Strong interpersonal, organizational and effective time-management skills.
- Ability to manage numerous ongoing projects and tasks.
- Excellent attention-to-detail, flexible and ability to work under deadlines.
- Ability to communicate effectively and foster positive relationships with fellow staff members, the campus community, alumni, parents and friends of the university.

Preferred Qualifications:

- Experience working within a university or complex corporate environment
- Experience in a customer service role
- BA/BS degree and 1-2 years of related experience

Pay Range

Minimum \$49,500.00, Midpoint \$62,000.00, Maximum \$74,500.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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