

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Engagement and Events  
Coordinator

**Department:** Advancement

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

**Purpose:** The Engagement and Events Coordinator is a key project manager and executor for alumni and advancement events and engagement experiences that strengthen relationships, elevate participation, and advance philanthropic commitment to Oklahoma Baptist University. This role leads the end-to-end planning, logistics, vendor coordination, run of show development, and post event follow up for a portfolio of events and engagement programs, and serves as the primary project manager for the Women of Vision philanthropy society. The coordinator also provides comprehensive program support to the Executive Director of Alumni Relations for signature alumni initiatives and volunteer leadership, ensuring consistent, mission aligned, donor and alumni centered experience. This position collaborates across Advancement Services, Donor Relations, Major Gifts, Annual Giving, Alumni Relations, and campus partners to deliver excellence in hospitality, storytelling, stewardship, and outcomes measurement consistent with best practices in advancement.

### **Essential Functions:**

#### **Event Execution and Operational Management**

- Execute all logistical aspects of alumni and advancement events including venue coordination, catering, rentals, A V, registration, materials preparation, staffing coordination, and on-site execution.
- Develop and maintain detailed event checklists and timelines provided by advancement leadership.
- Coordinate invitations, RSVP tracking, name badge preparation, seating lists, signage, scripts, and briefing materials in collaboration with Advancement Communications and Advancement Services.
- Manage day of event operations including vendor oversight, volunteer coordination, setup and teardown, guest hospitality, and troubleshooting.
- Ensure accurate attendance tracking and post event data capture in Raiser's Edge NXT.
- Prepare post event summaries including attendance, budget reconciliation, and key notes for follow up.

#### **Women of Vision Operational Support**

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- Serve as the operational lead for Women of Vision programming under the direction of the VP for Advancement & Alumni.
- Manage scheduling, meeting logistics, registration, vendor coordination, materials preparation, and event execution.
- Coordinate stewardship and engagement touchpoints including event follow up, acknowledgment support, and membership tracking in collaboration with Donor Relations.
- Maintain organized project files, membership lists, and event calendars.

### **Alumni Relations Program Support**

In collaboration with the Executive Director of Alumni Relations:

- Provide logistical and administrative support for Alumni Board meetings including scheduling, room setup, materials, hospitality coordination, and follow up tasks.
- Coordinate operational elements of Namesakes programming.
- Execute alumni event logistics tied to The Weekend including registration, volunteer coordination, hospitality, and onsite management.
- Plan and implement Senior Send Off including vendor coordination, materials preparation, and student engagement logistics.
- Support Bison Connections programming with registration, materials, hospitality, and attendance tracking.
- Assist with other alumni engagement needs as assigned.

### **Data, Reporting, and Administrative Support**

- Enter and update event and engagement data in Raiser's Edge NXT as directed.
- Pull attendance lists and provide reports to team and other departments as needed following events.
- Maintain event budgets and track expenses in coordination with Advancement Services.
- Assist with purchase orders, invoices, and vendor payments according to university policy.
- Maintain organized digital and physical files for events and programs.

### **Hospitality and Guest Experience**

- Serve as a front facing representative of OBU Advancement and Alumni at events.
- Provide professional, responsive communication with alumni, donors, volunteers, and campus partners.
- Ensure events reflect OBU brand standards and mission alignment.
- Support VIP hospitality needs with discretion and attention to detail.

### **Required Qualifications:**

- Strong organizational skills and ability to manage multiple projects simultaneously.
- Detail oriented with strong follow through.
- Excellent interpersonal and customer service skills.
- Ability to work independently within clearly defined direction.
- Comfort working evenings and weekends as required.
- Basic budget tracking ability.
- Proficiency with Microsoft Office and willingness to learn Raiser's Edge NXT and university systems.

### **Education:**

Required: Bachelor's degree or experience equivalent.

### **Experience**

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### **Required:**

- 1 to 3 years of experience in event coordination, customer service, nonprofit support, or administrative roles.
- Alignment with the mission and values of Oklahoma Baptist University.

### **Preferred**

- Experience in higher education or nonprofit advancement.
- Experience supporting volunteer boards or committees.

### **Equipment:**

#### **Required:**

- Experience utilizing event and project management systems.

#### **Preferred:**

- Familiarity with CRM systems such as Blackbaud Raiser's Edge NXT.

### **Physical Requirements:**

- Ability to lift up to 25 pounds and stand for extended periods during events.

### **Special Requirements:**

- Must be a member of a local evangelical\* Christian church.\*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for "Administrative Applications" on the OBU website at: <https://www.okbu.edu/hr/jobs.html>

### **OBU Benefits Summary:**

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at [HR@okbu.edu](mailto:HR@okbu.edu).