



### **Associate Director, Alumni Events**

York University champions new ways of thinking that drive teaching and research excellence. Through cross-disciplinary programming, innovative course design, diverse experiential learning and a supportive community environment, our students receive the education they need to create big ideas that make an impact on the world. Located in Toronto, York is the third largest university in Canada, with a strong community of 53,000 students, 7,000 faculty and administrative staff, and more than 300,000 alumni.

In this role you will be responsible for providing strategic alumni events leadership and vision for the Division of Advancement and York University. You will report directly to the Executive Director, Alumni Engagement and provide leadership in the production and execution of alumni events that are reflective of the University's values and objectives while ensuring quality and brand consistency, with emphasis on the guest experience. Leading a team, the Associate Director creates and maintains professional standards for the production of events aimed at enhancing York's image and reputation. You will engage the growing communities of alumni, future alumni, donors and friends to foster and facilitate engagement and support, financially and otherwise, for the University. You will be responsible for events both on University campuses as well as off campus in the GTA, in Canada and around the world that meaningfully engage over 325,000 York alumni, inspiring alumni to become donors, volunteers and ambassadors. You will be responsible for ensuring that alumni events are aligned and support both the University's and Advancement's goals and objectives and are developed and executed in collaboration with campus stakeholders including the President's Office, Events & Ceremonials, Faculties and Colleges.

To be considered for this opportunity, you will bring the following:

A university degree or the equivalent combination of education and experience, and a certificate in event management as it is an asset. In addition, you will bring with you: At least seven years of progressive experience in events management, preferably in the post-secondary or not-for-profit sector. Experience working with senior leaders and high-profile events is required. Experience with complex multi-stakeholder events is required. Experience developing strategies and initiatives that establish engagement and loyalty by market. Demonstrated experience in collaborative leadership across a complex environment is essential. Prior experience coaching and mentoring teams. Experience developing comprehensive events that incorporate stakeholder relations, marketing and communications strategies throughout the event planning process. Experience using market research and program data to develop strategies, evaluate initiatives and make recommendations. Experience in project management and managing large, multi-faceted initiatives. Experience in stakeholder relations. highly developed political sensitivity and knowledge of protocol. Knowledge of privacy and security legislation such as FIPPA and Anti-Spam Legislation (CASL). Familiarity with Employment Standards. Health and Safety policies and risk management. Knowledge of French would be an asset. Experience in a unionized environment an asset.

***For full position details and to apply to this exciting opportunity visit [www.yorku.ca/jobs](http://www.yorku.ca/jobs).***



*We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit:  
<http://hr.info.yorku.ca/benefits/>*

*The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive and inclusive environment.*

*York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.*

*We are committed to enhancing our environmentally and socially responsible practices for the benefit of all members of the York community. Our long-term perspective recognizes our responsibility to be innovators and to continually work as a community to reduce our ecological impact.*

*York University employees must apply to jobs on the Employee Career Portal - YU Hire. If you are a current York University employee and/or are using your rights under a collective agreement to view and/or apply to jobs, you MUST log into YU Hire to access the York University Employee Career Portal.*

**PLEASE NOTE: All applications must be received by 11:55 pm EST on the posted deadline date, if applicable.**