



POSITION POSTING

Closing Date: Friday, September 2, 2017

Library Events Intern (Paid internship, 11.5 month contract)

Overview

Reporting to the Development Manager for the McMaster Library, and working closely with the University Advancement Stewardship & Donor Relations Team, the events intern will assist with the broad stewardship of library donors and organize library events, including the annual donor recognition event, gift announcement celebrations and other library events as required.

Key Aspects of Role

Organization and management of key library donor events including the annual donor reception, gift announcement and celebration events, and other library events as required.

The intern will:

- Create guest lists
- Develop suitable invitations (print and on-line) and manage and track rsvp's
- Arrange for briefing materials as required
- Organize and manage all event logistic details
- Evaluate events and manage all post-event follow up as required
- Ensure the University Advancement database (Advance) is updated with all relevant data
- Other event responsibilities as required

Support of donor stewardship activities

- Donor recognition in the Library including managing all new and existing donor recognition wall and/or signage
- Donor Reporting, in coordination with University Advancement
- Development of stewardship plans, in coordination with University Advancement
- Help support donor communications
- Help support other stewardship and donor relations activities in the library

Please send resumes by closing date, Friday, September 2, 2017 to:

Susan Wright

Director, Stewardship & Donor Relations

University Advancement
McMaster University
wrights@mcmaster.ca

For questions or inquiries, please contact:

Susan Wright, Director, Stewardship & Donor Relations, wrights@mcmaster.ca

OR

Vivian Lewis, University Librarian, lewisvm@mcmaster.ca