



St. Joan Antida High School Development and Events Specialist Position Description – August 2019

Title: Development and Events Specialist

Supervisor: Sr. Director of Development

Supervises: Event Intern and Volunteers (varies throughout year)

Status: Full-time (40 hours per week); 12- month; exempt salary

Hours: 8:00 am-4:30 pm; early mornings, nights and weekends as needed

Purpose/Overview:

St. Joan Antida High School (SJA) seeks a passionate, high-energy, detail-oriented individual to fill the role of Development and Events Specialist. As a vital member of the school's development team, the Specialist is responsible for executing all special events (strategy, marketing, and logistics); maintaining donor files and database; managing special projects related to donor relations and stewardship; cultivating alumnae support, and seamlessly managing all gift acknowledgments and gift records. The Specialist supports the Sr. Director with the successful planning and execution of a significant annual fundraising plan for the high school.

Major Duties and Responsibilities

Special Event Planning (40%):

- Plans and executes all development events (Auction, NUN Run, Spaghetti with the Sisters, CaNUNoli Fest, etc.)
- Manages key relationships with event vendors to secure competitive quotes.
- Tracks all event revenue and expenses; responsible for providing special event reports.
- Works with Sr. Director of Development and Development Committee to ensure special event goals are met.

Database Management, Gift Entry and Acknowledgment (25%):

- Enters and tracks all gifts in a timely manner, accurately maintains donor records, and database.
- Processes all gift acknowledgments within two business days of receipt of gift.
- Maintains gift tracking reports in close coordination with Business Office.
- Runs all donor-related reports upon request. Ability to troubleshoot database queries.

Alumnae Relations (10%):

- Manages all school alumnae relations, serving as staff contact for the SJA Alumnae Association.
- Manages and facilitates alumnae events, including the Annual Alumnae Association Brunch and meetings, and assists in the cultivation of new members.
- Tracks alumnae engagement through alumnae attendance and annual giving.

Volunteer Management (10%):

- Recruits and manages Development Department intern (specifically for Auction).
- Manages the volunteer program at SJA, including recruiting, managing and recognizing all event volunteers.
- Manages system(s) to track volunteer hours.

Department Administration (20%):

- Assists Sr. Director of Development with grant research and reviewing grant requests and reports.
- Develop internal reporting system by managing existing letters of inquiry, proposals, reports, and other correspondence as determined by the grants calendar and grant reporting requirements.
- Tracks all departmental expenses and works with the Sr. Director of Development on budget creation.

- Writes and edits marketing pieces and provides content to be used for various donor and alumnae events.
- Conducts prospect research as assigned by Sr. Director of Development.

This position will serve as an SJA staff member on the Development Committee (of the SJA Board of Directors), will lead the SJA Alumnae Association and any special event committees, and will be responsible for preparing meeting minutes.

Qualifications/Requirements

Required:

- Bachelor's degree in a related field.
- One year of experience working in special event planning or marketing communications role.
- Excellent oral and written communications skills, strong organizational skills, detail oriented, highly motivated, and goal-oriented with ability to handle varied projects and meet all deadlines.
- Prior experience working with donor management systems (software). Knowledge of SAGE is a plus.
- Prior experience working with email marketing software. Knowledge of Constant Contact is a plus.
- Prior experience working with website editing is a plus.
- Fluency in all Microsoft Office suite programs and applications.
- Confidentiality of all donor information is required.

Preferred:

- Experience in a fundraising environment where relationship management is essential to success.
- Previous experience in special event planning, development, sales, and/or marketing communications.

For All Employees:

- Support of and commitment to the mission and vision of SJA.
- Contribution to discussions and ideas impacting the learning environment at SJA while maintaining professionalism and respect.
- Collaborate and communicate in an appropriate, timely, professional manner.
- Establish and model behaviors that promote high expectations for students, staff, and faculty.
- Model the importance of lifelong learning through commitment to ongoing professional development.
- Develop, nurture and maintain relationships that promote respect and success for all.
- Know, serve and live in accordance with the teachings of the Catholic faith.
- Abide by all policies, procedures and the employee handbook.
- Demonstrate stewardship in the use of material and financial resources.
- Perform other duties as assigned.

Working Environment:

- Ability to work evenings and weekends as well as attend early morning meetings outside of regular hours.
- Must be able to tolerate noise and occasional distractions.

Physical Demands:

- Must be able to lift up to 25 lbs.
- Must have correctable hearing and sight.
- Must be able to work independently.
- Must be able to work with all common office equipment.

This is a general outline of the principle functions of the position and shall not be construed as an all-inclusive description of all the work requirements that may be inherent in this position.

Interested applicants should submit a resume, cover letter, and salary expectations to Rebecca Surges at RSurges@SaintJoanAntida.org. **Priority deadline to apply: August 31, 2019.**