

# Special Events and Alumni Coordinator

**Job Title:** Special Events and Alumni Coordinator

**Status:** Full-time, Exempt

**Date:** February 16, 2021

**Reports to:** Director of Advancement

## Summary

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St. Martin's Episcopal School has an opening for a Special Events and Alumni Coordinator. We seek candidates who support our mission and are culturally competent and responsive. We are welcoming of all applicants regardless of race, color, gender, age, veteran status, religion, sexual orientation, disability, national or ethnic origin, or any other protected characteristic.

Reporting to the Director of Advancement, this individual will provide broad support for alumni and special events, including helping with event logistics, managing the Alumni Leadership Council, working with various committees and departments to provide administrative support. The Alumni and Special Events Coordinator must be able to handle multiple projects and meet deadlines while exuding a positive attitude and being a team player. The Coordinator will work closely with the Director of Advancement, Director of Donor Services and Operations, Director of Enrollment Management, Director of Marketing and Communications, Head of School, the Parent-Teacher Organization (PTO) and colleagues to expand and strengthen relationships with St. Martin's Episcopal School (SMES) parents, donors, and alumni.

## Essential Functions

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The tasks, duties, and responsibilities of this job include, but are not limited to:

### Special Events

- Manage and execute a year round special events calendar. Events include, but are not limited to New Parent Dinners, Grandparents Day, Head of School Reception, the annual SMES Golf Tournament and all alumni events.
- Manage the annual SMES Golf Tournament. These duties include, but are not limited to recruiting and working directly with a volunteer committee, marketing the event, creating a fundraising strategy to meet the financial goals, soliciting for in-kind donations, tracking items, maintaining donor records, tracking volunteers, players, and financials and producing needed reports.
- Provide on-site event and guest management.
- Lead volunteer coordination and management.
- Collaborate with, engage, and coordinate volunteers and committee members in cultivation, solicitation, and stewardship.
- Develop and implement a stewardship plan for segmented constituent groups with assistance from the Director of Advancement.
- Coordinate cultivation events in support of advancement efforts within the school – leadership circle, Emeritus board, Trustees, The St. Martin's Fund volunteers and SMES faculty/staff.
- Serve as Co-Chair and provide oversight for any events supported by the Special Events Committee and Faculty Life.
- Attend meetings such as: Facilities meeting, Calendar Committee and Special Events Committee.
- Support various departments by being the point person to coordinate logistics to maximize impact and minimize cost for school-wide special events, such as but not limited to: Faculty/Staff Kick-off, SMES Feast Day, World Cultures Days, Veterans' Day, Graduation, Orientation Day and other major donor events.
- Responsible for event management reporting such as budget tracking and reconciliation, including data entry and organization.
- Coordinate with Business Office for purchase/rental of all equipment and supplies.
- Create consistent, professional communications, programs and invitations for all events.

## **Alumni**

- With assistance from the Director of Advancement, manage the newly established Alumni Leadership Council and serve as the key relationship manager.
- In conjunction with the Director of Advancement, identify, research, connect, qualify, cultivate, solicit and steward alumni, past-parent, and past faculty and staff for annual giving and special projects.
- Maintain a broad understanding of alumni efforts and take initiative to learn best practices.
- Create and implement a vision for a former parent, and former faculty and staff program.
- Represent the Advancement Department for the 8<sup>th</sup> Grade leadership class to teach about philanthropy and being responsible alum.
- Plan and attend all alumni events, as well as create new ones, to increase connection and affiliation with alumni and their parents.
- Regularly update alumni information to Director of Donor Services and Operations and Director of Marketing and Communications for inclusion in the database and publications by reaching out to alumni and alumni parents via phone, email and social media to track and maintain accurate alumni data.
- With Director of Marketing and Communications, coordinate alumni elements of the School magazine, website, and social media initiatives, such as writing the class notes, and helping to identify those for the "Profile" section.
- Generate and update alumni queries, exports, and reports.

## **Other**

- Provide administrative support within Raiser's Edge for the Advancement Department as needed.
- Represent and attend various SMES events to actively connect with prospects and donors.
- Collaborate with Marketing and Communications Department to develop and implement solicitation and marketing strategies for special events and alumni efforts.
- Ensure that all special events and alumni efforts represent the school with a consistent and highly professional brand image.

## **Qualifications**

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### **Education**

College degree required.

### **Experience**

2-3 years of experience in event planning, alumni programming, development or fundraising preferred.

### **Skills and Knowledge**

- Excellent communication, interpersonal, and organization skills.
- Able to research and compile data efficiently.
- Easily able to make contacts and build relationships.
- Commitment to collegiality, teamwork, and ethical fundraising.
- Friendly, outgoing and sincere in demeanor.
- Understanding of fundraising concepts, donor cultivation and solicitation practices
- Strong motivation, initiative and the ability to prioritize. This position requires strong drive and discipline to engage donors, prospects, and volunteers effectively.
- Availability and willingness to work outside the normal schedule to accommodate volunteer meetings and events.
- Strong volunteer leadership skills: Must work collaboratively and supportively with high-level volunteers.
- Able to foster current relationships, while continuing to build new ones.
- Proficiency with MS Office Suite, Social Media outlets, and database management. Working knowledge of Raiser's Edge preferred. Willing to learn new applications as necessary.
- Ability to effectively present information and respond to questions from various groups including Trustees, alumni, parents, and faculty/staff.

- Ability to research innovative ideas for community engagement.
- Possess strong strategic thinking skills.

### **Essential Attributes**

- Self-directed and self-motivated
- Highly organized and attentive to detail
- Customer service oriented
- Effective time management skills, punctual and attentive to deadlines
- Professional image in speaking skills and appearance
- Receptive to constructive criticism and direction
- Positive demeanor and team player
- Discrete and confidential
- Dedicated work ethic
- Highly sociable
- Good sense of humor

### **Other**

Ability to serve in a 12-month role, including some early mornings, evenings, weekends, and school holidays. Occasional travel within Atlanta required.

### **Physical Requirements**

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This job is performed mostly inside and sometimes outside; the noise level can be quiet to loud. Position requires sitting at a desk, walking, standing, crouching, stooping, talking, seeing, and hearing as needed to perform essential functions. While performing the duties of this job, the employee is regularly required to use hands to type, finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. This position requires the ability to communicate both verbally and in writing.

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant or employee.

### **Additional Responsibilities**

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The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job. There will be other duties required as asked by the Director of Advancement and/or the Head of School.

All employees are expected to support the mission and vision statements of St. Martin's Episcopal School, and to contribute to the overall life of the school.

### **About St. Martin's Episcopal School**

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St. Martin's Episcopal School, founded in 1959, is a coeducational day school serving students from Infants through 8th grade.

The School is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, applicants are considered only on the basis of merit, qualifications and abilities. Employment decisions will be made without regard to race, color, gender, age, veteran status, religion, sexual orientation, disability, national or ethnic origin, or any other protected characteristic.

### **How to Apply**

Qualified candidates should email a cover letter, resume, and list of references to [careers@stmartinschool.org](mailto:careers@stmartinschool.org).