

<b>Position Title:</b>	Event Manager
<b>Date Modified:</b>	April 2022
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Head of Institutional Advancement
<b>Position Purpose:</b>	Responsible for the organization, planning, and follow through on all School events.
<b>Work Hours:</b>	7:15 a.m. – 4:15 p.m.
<b>Work Calendar:</b>	Full Year
<b>PTO Designation:</b>	Senior Staff (Blackout Dates May Apply)

### **Description**

The Event Manager reports directly to the Head of Institutional Development. The Event Manager's primary goal is to deliver results and to ensure that all projects, events, and initiatives advance the mission of the school and support the cultivation, solicitation, and stewardship goals of the development department.

### **Essential Functions and Tasks**

- Work closely with Head of Institutional Development to ensure that all events advance the mission of St. Francis and support the cultivation, solicitation, and stewardship goals for St. Francis and to document and evaluate ways to improve upon events hosted or supported by St. Francis.
- Assures that every Development project, event, and initiative has defined (external/internal) costs and articulated deliverables with the appropriate timelines and fundraising expectations.
- Oversees the logistics and coordination of department events and initiatives, including required scheduling, reservations, communication, ordering, and logistics for the following events: Sporting Clays (annual), Grandparents Day (4 divisions), Gala (bi-annual), Woolrich Luncheon (annual), Festival (annual), and other events and projects as assigned.
- Works closely with the Executive Assistant to the Head of School for all events hosted by the Head of School. While the Executive Assistant will serve as the lead of all Head of School events, this position will be heavily invested in the planning.
- Works closely with the Head of Institutional Development and volunteer chairs to identify and secure underwriting and vendor report and as such will serve as the primary solicitor for all event-based fundraising.
- Serves as event consultant to all school-wide events and in such capacity maintains a current use of vendors for use at events and a detailed event checklist to empower other departments

to execute their event according to SFES standards, with final approval of plan through this position.

- Assures that all projects, events, and initiatives conform to best practice, are accurate and deadlines are met.
- Manages the workflow of volunteers, including scheduling and coordinating special projects, for development.
- Evaluate events on a yearly basis looking for areas to maximize return and meaningfully steward volunteers and donors.
- Ensures data related to prospects and donors is accurate, recorded and tracked in Veracross, preserving in hard copy form as needed.
- Responsible for confidential and time sensitive material.
- Monitors and reports deviations of budgets, expenditures, and timelines.
- Utilizes effective communication with a high level of organization.
- Is a highly collaborative team player, assisting co-workers, divisions, and departments as needed by the School.
- Demonstrates initiative and completes assignments with minimal direction.
- Knowledgeable in the School's data management systems.
- Supports and adheres to the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's policies and procedures for each department.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Occasionally required to work evenings and/or weekends.
- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Actively participates in the life of the school where appropriate and relevant to the priorities of the admissions, development, and marketing departments.
- Other duties as assigned by the head or school or supervisor including extracurricular.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

### **Qualifications**

- Bachelor's Degree required.
- A minimum of three years of related experience preferably in an independent school environment.
- Impeccable attention to detail, exemplary organizational skills, and a strong ability to maintain confidentiality.
- Excellent verbal and written communications skills.
- Proven skills in planning, implementation, and follow-through with the ability to articulate the School's vision and to execute a plan capable of sustaining that vision.

### **Physical Requirements and Work Environment**

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach.