



At San Francisco Day School...

We believe that when intellect and imagination are intertwined, our students delight in the discovery of connection: in their academic and creative pursuits, in their relationships, and in all that they experience here. Every day we help our students emerge as flexible and resourceful learners. Because when we do, our students light up with the call and capacity to take on the complexities of their day and of a diverse world.

Ready to Join SF Day?

SF Day celebrates and welcomes faculty, staff, and administrators who reflect the broad range of diversity in the Bay Area. We encourage people of color and LGBTQ+ persons to apply. SF Day offers excellent benefits and a competitive salary.

Please apply online with your resume, salary expectations, and a thoughtful cover letter explaining why your experience is appropriate for this position. Please, no phone calls.

Director of Live & Digital Events

Full-time • 2020-21 School Year

The Director of Live and Digital Events is responsible for the planning and managing of events at San Francisco Day School and partners with internal teams at the school (Advancement & Communications and Admissions) to help market the school to internal and external constituents. The position reports directly to the Director of Advancement and is an integral member of the Advancement Team.

Primary Responsibilities

- Plan, execute, and manage the logistics for all live school-wide events. This includes ordering/arranging for food & beverage, coordinating with the facilities department to manage and execute event set-up and break-down, and coordinating parent volunteers. Events include, but are not limited to:
 - Admissions:** tours, open houses, and special events
 - Advancement:** campaign dinners, leadership receptions, the annual auction, Grandparents and Special Friends Day, donor stewardship events
 - Faculty, staff, and administration:** Celebrations to open and close the school year, annual holiday party (in coordination with Parents Association)
 - Parents Association** events including welcome coffee, monthly Room Parent meetings, fall book fair, and family photo night
 - Students:** Partner with the administration to plan and execute graduation and buddy days
- Plan, execute, and manage the logistics for all digital school-wide events. This includes working with the technology team to determine the best tools or platforms for each event; managing invitations, RSVPs, and participants during the meeting via chat and/or other tools; and sending event notes and materials out pre- and post-event as needed. Events may include those above and additional events that may be added to support families, employees, and students include but are not

limited to: Admissions tours and events, Back-to-school night, Parent Education webinars, and school community meetings

- Create content to support digital events, including short videos and slideshows. The school has a number of freelance videographers it utilizes for longer/more formal videos, and we are in need of shorter, frequent content to include in webinars, email, social media, etc.

Qualifications

- Bachelor's degree required.
- Required computer skills: Fluency in Microsoft Word, PowerPoint, and Excel. Experience with auction software (Greater Giving and Bidding for Good) and Blackbaud Raiser's Edge desired.
- Experience in fundraising, marketing, or events required, preferably 2+ years in event planning for a non-profit institution. Experience within the San Francisco philanthropic community preferred.
- Extreme attention to detail is mandatory.
- Strong writing and editorial skills.
- Ability to maintain confidentiality.
- Ability to interact effectively with trustees, parent volunteers, alumni, and school faculty/staff.
- Flexibility in meeting shifting demands and priorities.
- Positive, team player with a willingness and ability to work varied hours, based on office and event needs.