



ST. ANNE SCHOOL

JOB DESCRIPTION

Special Events & Community Engagement Manager

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed

DEFINITION:

The Special Events and Community Engagement Manager is a full-time position serving the event management needs, training and support of parent volunteers, and overall engagement of the St. Anne School community through the development office. This position supports the Senior Special Events and Community Engagement Manager and reports to the Head of School and collaborates with the development team. The Special Events and Community Engagement Manager is a frontline partner in our community, working with parent volunteers, internal team members, and donors at every level.

DUTIES:

- Primary responsibilities include but are not limited to: Planning and executing annual and special events of the Development office and through volunteer collaboration of Knights Parent Association including: The Festival of the Knights Gala, Head of School reception, back-to-school events, grade level receptions, and other community events.
- Support development and community initiatives through major school related milestones, including, but not limited to, the opening of new buildings/facilities, and St. Anne School's 30th anniversary in 2022. Serve as a liaison to Knights Parent Association (KPA) leadership and committees. Coordinate internally with both KPA and administration supporting meetings, on-site activities, and synchronizing calendars recruit, train, and supervise chairs and volunteers for event committees update and maintain consistent information sharing year over year among committees and their representatives.
- Other duties include working closely, efficiently and effectively with internal teams (development, faculty and staff, administration), leadership (Board of Directors, Parents

Association), and external families (past parents, grandparents), organizations, vendors, and community groups. Manage event-related communications and reporting. Prepare and produce digital and physical invitations, registrations, information-sharing push pages, and provide event content and reporting for the Annual Report.

- Maintain the special events inventory and related supplies, as well as customized and personalized gift items. Some weekend and late-night work will be required based on the annual development and school calendar. Other needs as assigned. Candidate Qualifications: Bachelor's degree in arts/non-profit administration, business or related field. Minimum of five years' related work experience. Prior non-profit experience preferred. Excellent communication skills, including superior written and spoken communication. Knowledge of Raiser's Edge highly preferred, other CRM software considered.

QUALIFICATIONS:

- Knowledge of email, spreadsheet, word processing and presentation software (MS Office and Google suite preferred); creative suite software knowledge a plus. Highly organized with a demonstrated ability to multi-task and prioritize to deadlines. Significant experience supporting senior administrators and executive leadership. The successful candidate will: Demonstrate strong interpersonal and client service skills in their engagement with superiors, donors, and peers. Be exceptional at building and maintaining relationships. Display a high level of diplomacy and the ability to remain composed in stressful situations. Have a positive attitude, and problem-solving orientation, exhibiting good judgement and discretion at all times.
- Take initiative to pursue goals and complete tasks. St. Anne School is committed to helping its professionals grow both personally and professionally through mentorship, professional development, and the opportunity to work with colleagues in meaningful and invigorating ways. St. Anne School strives to build cultural competency, and is dedicated to a diverse, equitable, and inclusive community. The St. Anne School does not discriminate on the basis of race, religion, color, sex, gender, national or ethnic origin, or sexual orientation. This full time, exempt position includes a generous benefits package incorporating medical and dental insurance as well as a retirement matching program.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Twelve months, Salary, full-time exempt employee.

Reports to: Head of School

This is a full-time exempt position. Full medical benefits and pension plan included. Salary range starting at \$75K to \$85K is commensurate with education and years of experience. Please send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org