Saint Louis Abbey and Saint Louis Priory School

Job Description

Position Title: Assistant Director of Special Events and Community Relations
Division: Mission Advancement
Department: Advancement
Reports to: Assistant Head of School for Mission Advancement
Internal Classification: 11-Month, Full-Time
FLSA Status: Exempt
Revision Date: June 2023

Purpose: The goal of this position is to engage the parent community at Priory by recruiting and managing volunteers for parent organizations, all campus events, and the Xanadu Auction. This position is responsible for the management of all campus events including but not limited to Xanadu, Trivia Night, Graduation, Awards Night, 8th Grade Celebration and other all-school events. The Assistant Director is also responsible for developing the overall project plan, timeline, managing the budget, all event related logistics and stewarding volunteers and partners for events related to Xanadu. This is an 11-Month, full-time, professional salaried position and requires evening and weekend work.

The following duties are regular tasks for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Essential Duties and Responsibilities - General

- Supports the mission of the Abbey of Saint Mary and Saint Louis/Saint Louis Priory School at all times: To provide a Benedictine, Catholic, college preparatory education of the highest excellence so as to help talented and motivated young men in grades 7-12 develop their full potential as children of God.
- Exhibits professional standards of attendance, punctuality, grooming, language, preparation, and relationship to students, parents, and colleagues as a member of a faith community in a positive manner.
- Exhibits a willingness and ability to abide by and keep abreast of all lawful by-laws, policies, practices, procedures, or rules of the abbey and school as well as all applicable federal, state, and local regulations.
● Requires the ability to work some evenings and weekends to prepare for, attend, and execute special events.

Essential Duties and Responsibilities – Fundraising

● Work in partnership with the Assistant Head of School for Mission Advancement to meet the fundraising goals set in the Advancement budget.
● Coordinate the planning and execution of the Xanadu Auction fundraising event, including item procurement, design and production of event invitations, brochures and registration forms; coordination of event logistical design and set-up event seating and staffing; and overall oversight of volunteers.
● Recruit volunteer leadership, including event chairs, sub-chairs and committee members.
● Responsible for working within the Xanadu event budget, including managing vendor arrangements and payments of all invoices for events.
● Responsible for the financial reconciliation (income and expenses) of the Xanadu Auction.
● Coordinate all design and photography needs as well as the production of the Xanadu catalog.
● Prepare Xanadu solicitation letters including but not limited to item acquisitions, sponsorships, advertisements, grandparent ads, and group gifts.
● Work with event committees to secure sponsorships and auction donations. Establish agendas, facilitate all section committee meetings and manage solicitation progress.
● Work with event Chairs to secure ticket sales.
● Coordinate all of the details for auction bidding including Live Auction paddles and bid confirmation process, mobile bidding application, and paper bid sheets.
● Produce all package gift certificates.
● Coordinate all Xanadu Sign-Up Parties, including all aspects of Trivia Night (part of Xanadu).
● Performs the data entry of items in the OneCause software.
● Prepare event acknowledgement letters, event billing, and other event correspondence.
● Produce thank you notes to the event volunteers and auction donors.

Essential Duties and Responsibilities – Volunteer Relations

● Serve as the staff liaison to all event committees and provide leadership and guidance to the volunteers and members of the school community throughout the planning and organization of the event.
● Coordinate, as the primary staff contact, all volunteers including but not limited to the Mothers’ Club, Alumni Mothers’ Club, and Fathers’ Club.
● Coordinate, with the Director of Communications, the posting of all pertinent information about events on the school’s website.
● Manage relationships and contracts with all event-related vendors.
Skills, Competencies and Mindsets

● Proven ability to meet or exceed event revenue goals and manage expenses.
● Ability to convey authority and leadership in a kind and compassionate manner.
● Ability to plan, develop and coordinate multiple events while focusing on details and follow-up.
● Contributes to building a positive team spirit; able to build morale and group commitment to goals and objectives.
● Plan, organize and schedule in an efficient and productive manner with close attention to detail. Superior ability to organize and prioritize in a fast-paced environment.
● Must be able to exercise good judgment and a high degree of confidentiality and discretion in all relationships. A commitment to confidentiality of donor records and ethical fundraising practices.
● Communicate successes and challenges of the work and department operations. Provide solutions to problems.
● Determined to deliver the very best product/program.
● Ability to represent Saint Louis Abbey and Saint Louis Priory School in a friendly, knowledgeable and professional manner.
● Enthusiastic willingness to work collaboratively with volunteers and staff.
● Ability to work both independently and participate as part of a team.
● Strong written and oral skills. Strength in proofreading.
● Computer proficiency in Microsoft Office, Raiser’s Edge, and OneCause.

Minimum Qualifications

● Bachelor’s Degree in related fields preferred.
● Minimum of 3 years of experience in fundraising as well as coordinating events of various sizes.
● Flexibility in scheduling work hours to accommodate special events or other occasions beyond the standard work day. Ability to work on evenings and weekends.
● Physical ability to move around various event spaces and participate in the transport/set-up of event-related items.
● Driver’s License in good standing with personal transportation to attend special events around town.
● Successful completion of pre-employment and annual criminal background checks.
● Completion and maintenance of status in the Prevent and Protect STL child protection program.

Disclaimer: In compliance with the Americans with Disabilities Act, the Abbey of Saint Louis and Saint Mary / Saint Louis Priory School is committed to providing reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. To request a reasonable accommodation, please reach out to the Director of Human Resources.