



Job Description | Events Coordinator

Job Title: Advancement Events Coordinator

Reports to: Advancement Events Manager

FLSA Status: Non-exempt

Servite High School is looking for a detail-oriented, self-starter with event planning experience to coordinate special events and gatherings. This role will require the ability to juggle simultaneous projects and priorities, meet deadlines in a timely manner, and interface with our community with the highest level of customer service.

Overview

The Events Coordinator will work with the Advancement team to create and execute Servite High School fundraising, cultivation, and other events throughout the year to inspire fundraising support, program development, and relationship building. The Events Coordinator is a non-exempt, full-time member of the Advancement team and is responsible for planning and implementing fundraising, cultivation, and engagement events. The ideal candidate will be very organized, able to create and adhere to timelines, coordinate across various departments, and have proven success at planning and executing engaging events. The Events Coordinator will work closely with colleagues and contribute to the overall success of the department and to bring to life events infused with the mission of Servite High School.

You are encouraged to apply if you:

- Have at least 2+ years of event production experience, preferably in the nonprofit sector or other relevant field.
- You have experience with nonprofit fundraising or high-level customer service.
- You are very organized and are able to prioritize your work and meet deadlines.
- Have a valid driver's license and flexibility to work outside of normal business hours on weeknights or weekends when needed for events.
- Are detail-oriented and self-motivated, while also working well in a team environment.

Primary Responsibilities

- Participate as a member of the Advancement team in planning and implementing fundraising targets, engagement strategies, and overall goals.



Job Description | Events Coordinator

- In coordination with the Advancement team and event committees,, create an event strategy and calendar for the year which engages donors of all levels and helps contribute to overall goals.
- In partnership with supervisor, create and manage events budget for the year.
- Produce all advancement events, including managing budgets, vendors, contractors, and contracts.
- Negotiate contracts for space, food, supplies, audio/visual equipment, travel, signage, décor, etc.,
- In collaboration with the Communications team and event committees, design the audience and invitation lists for each event pre- and post-event messages,
- Manage all event communications.
- Oversee event details, from schedule to run-of-show and day-of management of vendors, volunteers, and staff.
- Help design engagement opportunities and communications that reach priority audiences for the Advancement team, such as young alumni, parents, professionals, mid-level and high-capacity donors, etc.
- In coordination with the supervisor, ensure accommodation of VIPs at all events, and other organizational activities as needed.
- Assist in researching relevant external events that Advancement staff should attend.
- May be asked to help support other school events as needed.
- Other duties as assigned.

Database and Administrative Support

- Work with the Finance team to process invoices and payments for event-related costs in a timely manner.
- Work with the Advancement Services Manager to pull event lists, send out invitations, manage RSVPs, and record attendance in the CRM Database (Raiser's Edge).
- Capture notes on interactions with donors at events and ensure proper record-keeping in database.
- Conduct research on event attendees and prepare briefing materials for staff and board.
- Manage event calendar, participate in cross-department events strategy meetings, assist with scheduling, updating, and sharing.
- Manage event supplies inventory and coordinate with the Marketing team on swag and materials.



Job Description | Events Coordinator

Qualifications

- AA or BA/BS from accredited college or university; or three years or more related experience and/or training; or equivalent combination of education and experience.
- 2-4 years event coordinator experience, preferably in the nonprofit sector
- Experience with nonprofit fundraising or high-level customer service.
- Valid CA driver's license with clean driving record
- Online auction software experience a plus
- Proficiency with Google Suite or Microsoft Office Suite. Experience with fundraising database systems such as Raiser's Edge is desirable. Knowledge of online auction software and social media is a plus. .
- Able to prioritize work and set and meet deadlines.
- Able to juggle multiple priorities and at times difficult situations.
- Works well in a team environment.
- Ability to relate well and work effectively with multiple constituencies and audiences.
- Excellent written and verbal skills. Punctual and reliable.
- Knowledge of office systems: MS-Office preferred and fundraising database systems (e.g. Bloomerang); marketing and social media systems including Canva and Hootsuite. Database experience; experience with donor software a plus.
- Must pass a criminal background and fingerprint check.

Schedule, Salary & Benefits

Position is full time, 40 hours per week, non-exempt with occasional approved overtime. Typical work hours are Monday-Friday 8:30 a.m.- 5:00 p.m.; occasional weekends required as needed to support special events. Compensation range is \$23-\$26 per hour depending on experience.

Physical Requirements:

The ability to lift 25/50 pounds

The ability to stand/sit for long periods of time

The ability to be mobile for outside conferences, retreats, or fundraising events

To Apply

Please email your resume and cover letter to Niveen Trujillo, Director of Human Resources, at ntrujillo@servitehs.org. No phone calls, please.