



ST. MARY'S
ACADEMY

Job Description (updated August 2023)

Organization: St. Mary's Academy
Title: Assistant Director of Special Events
Department: Development
Reports to: Director of Special Events

General Position Summary

The Assistant Director of Special Events, serving as an integral member of the St. Mary's Academy Development Office, assists the Director of Special Events and the Director of Advancement in the execution of three major annual fundraising events; the Spirit Walk & Student Fundraiser, Food for Thought and the school's annual Auction. Additionally, this position oversees internal events for the school. The Assistant Director of Special Events is responsible for planning and implementing the Student Fundraiser/Spirit Walk and provides comprehensive support for the Auction and Food for Thought. Must be able to work evenings, a few weekends, and extended hours during event season.

Primary Responsibilities

The Assistant Director of Special Events is responsible for assisting in the organization, management, and execution of the school's annual Auction, Food for Thought event, internal events, and for leading all aspects of the Student Fundraiser/Spirit Walk.

Student Fundraiser/Spirit Walk

- Create and implement the event strategy and logistics.
- Identify, recruit, train, manage and motivate student volunteers.
- Engage faculty and staff to help encourage student participation.
- Accurately track and receipt all gifts; provide frequent status reports.
- Meet or exceed fundraising goals, while efficiently managing expenses.
- Work closely with the Director of Alumnae Relations to implement alumnae outreach and fundraising plans for this demographic.

Auction & Food for Thought Events

- Work closely with the Director of Special Events to create and implement the event strategy and logistics.
- Write auction item descriptions; create certificates, placards and signs.
- Manage Auction in-kind donation process: includes mailings, committee management, item tracking, data entry and acknowledgment.
- Plan and support any special event packages such as sign up parties, dinners, etc.

- Design, write, edit, and update the auction catalog with all package descriptions and event details.
- Oversee the raffle segment of the Auction, including working closely with the daily tracker of raffle sales, raffle committee, raffle item details and analysis each year.
- Attend all committee meetings, including some evenings.

Special Event Responsibilities

- Update special events related materials on the St. Mary's Academy website.
- Input and manage event reservations.
- Manage MobileCause event pages including building forms, designing websites, updating forms, and running reports.
- Aid in reporting needs for special events and reports requested by the Director of Advancement
- Prepare mail merge solicitations.
- Work with communications team on event materials.
- Field event related phone calls.
- Create event materials for Food for Thought and the auction, such as: PowerPoints and slide decks, programs, table signs and other event related materials.
- Assist the Director of Special Events and the Director of Advancement with other duties as assigned.
- Attends to other duties in support of the auction and Food for Thought as assigned.

Qualifications & Skills

- Bachelor's degree required.
- Minimum three - five years relevant work experience, preferably with event planning experience in a non-profit organization.
- Excellent organizational, interpersonal, and written communication skills.
- Excellent computer skills desired; Microsoft Office Suite, Raiser's Edge, Greater Giving event software and Adobe Suite experience a plus.
- Preferred experience in working with e-newsletter and website applications, preferably Constant Contact and FinalSite.
- Preferred experience in graphic design and related programs.
- Detail oriented, accurate and ability to multi-task.
- Ability to maintain professionalism and work under deadlines in a fast-paced environment.
- Self-starter, team player, willingness to be accountable for scope of responsibilities and fundraising goals.
- Ability to participate in and contribute to high-level discussions; possesses diplomacy and good judgment while working with volunteers and sensitive information.
- Ability to connect St. Mary's mission with all fundraising activities.
- Commitment and active engagement in diversity, equity, and inclusion work
- Desire to fully engage in the life of the school and community.
- Willingness to embrace the Catholic tradition, the charisms of the Sisters of the Holy Names of Jesus and Mary, all-girls education and develop a passion for the school's unique mission

- Willingness to work evenings, weekends and extended hours during event season.
- Physically able to help with event set-up, storage and moving needs. (Job frequently requires a person to lift 50 lbs.)

SALARY: Salary will be commensurate with qualifications and experience.

BENEFITS: St. Mary's Academy is proud to offer comprehensive benefits to our eligible employees:

- Medical, Dental and Vision coverage at no cost to employee only
- Opt-Out of Health Insurance
- Flexible Spending Account
- Short-Term & Long-Term Disability (Employer Paid)
- Vacation and Sick Leave
- Holiday Pay
- Retirement 403(b) plan
- Paid Jury Duty
- Paid Bereavement Leave
- Life Insurance
- Tuition Remission for St. Mary's Academy
- Employee Assistance Program

St. Mary's Academy is an equal opportunity employer. For positions where religious affiliation directly affects the position, St. Mary's Academy can set prerequisites regarding religion.

ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INQUIRY

To apply: Position is open until filled. Qualified applicants may submit resume, cover letter, and salary history/expectations to Paige Silverston, paige.silverston@smapdx.org Please submit materials as a single pdf. No phone calls please.