

(The Rev'd) David O. Browder, Rector | *Tim Wainright, Acting Headmaster*

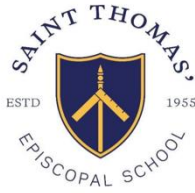
Community Engagement Manager Reports to the Director of Development and Advancement

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

Saint Thomas' Episcopal School (STE) is seeking a Community Engagement Manager to support the coordination and implementation of a year-round calendar of special events for the school and church. The Community Engagement Manager is responsible for handling all aspects of event planning from event production, coordinating communications, overseeing logistical details, and creating and monitoring event budgets. Key fundraising events will call upon the Community Engagement Manager to work closely with the internal and external community in securing event sponsorships and other solicitations as needed to ensure event success.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Responsible for planning, implantation, and logistical support for Saint Thomas's Episcopal Advancement events including Spaghetti Supper, Fall Fair, Gala & Auction, as well as parent education, volunteer appreciation, and other fundraising events.
- Oversees and directs logistics of event planning, implementation, and follow-up. This includes all aspects of event coordination: invitations and marketing collateral materials, web content and updates, guest list production, communications, tracking RSVPs, registration and seating charts, vendor contracts, and relations, soliciting event sponsors, event set-up and breakdown, guest and donor stewardship such as writing thank you letters, among other duties.
- Leads special events committees. Collaborates with Foundation Development Officers and staff in identifying potential committee members; recruits committee chairs and members as appropriate; and advises and plans committee work (e.g. meeting notices, agendas, etc.).
- Trains and oversees the work of volunteers and serves as the lead staff for on-site at events.
- Creates and monitors special events budgets and timelines.
- Utilizes database to input donor contacts for tracking of event activities, such as sponsorships, donations, and event attendance.
- Assures confidentiality of all data, including sensitive information related to event guests, sponsors/donors, students, volunteers and staff.
- Performs other related duties as assigned.



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Education / Certification: College Degree

Experience Required: Minimum of 3-years related work experience

Required Knowledge: Proficiency in MS Office, Google Docs, and

Skills / Abilities:

- Knowledge of volunteer management techniques
- Strong customer service skills and willingness to assist others
- Able to communicate complex information clearly
- Expert and compelling writing ability
- Strong organizational skills
- Effective typing skills
- Attentive to detail
- Able to coordinate well with other departments and personnel

Compensation and Benefits:

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at stes.org) to Jeri Wisdom, Human Resources Generalist at wisdom.jeri@stes.org.

STATEMENT OF NON-DISCRIMINATION

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.