ST. MARY'S
ACADEMY

Director of Special Events

Job Description

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

General Summary: Full-time, salaried, exempt, 12-month position. The Director of Special Events is an integral part of the St. Mary's Academy Development department, reports to the Director of Advancement and is responsible for successfully leading the planning, management, and execution of the school's three annual fundraising events (the annual Auction, Food for Thought Luncheon, and the Student Fundraiser), which generates over $1.6 million in revenue. Additionally, the Director of Special Events is responsible for leading key donor stewardship events throughout the year.

Primary Role: The Director of Special Events is an experienced fundraising event professional who works closely with the Director of Advancement to execute high-quality, successful special events. They are responsible for managing all aspects of development events including sponsorships, audience development, budgets, raffle initiatives, volunteer recruitment and committee management, stewardship, and event logistics, all with the aim of achieving fundraising goals. The Director of Special events will also be charged with researching best practices and implementing innovative ideas to grow new streams of special event revenue, as applicable.

Primary Responsibilities:

- Develop and implement successful strategies for increasing event participation and revenue growth, while fostering community awareness and high-level volunteer and donor engagement.
- Manage all event details and logistics, including speakers, vendors, run of show and scripts, event materials, raffle strategy, guest management, sponsor tracking, etc.
- In collaboration with the Marketing & Communications team, help to design and create all special event marketing materials, following strategy and timelines.
- Recruit, train, and steward event volunteers and committees, including high level donors, parents and alumnae who serve as event Co-Chairs.
- Build relationships with individuals and corporations to solicit support for events.

- Write compelling sponsorship requests, thank-you letters, and copy for other event materials.
- With the Events & Development Associate, manage the procurement, logistics, and fulfillment of auction packages, including car & trip raffles.
- Oversee event budgets, creating innovative ways to increase revenue while managing expenses.
- Develop event follow-up strategies to steward attendees and donors and further build relationships.
- Oversee and carefully execute key donor stewardship events, both hosted at St. Mary's and at donor homes, to ensure beautiful donor experiences top to bottom.
- Supervise the Events & Development Associate.
- Other duties as assigned by the Director of Advancement.

Qualifications and Skills:

- 5+ years of experience in event management
- Demonstrated event leadership from conception to post-event follow-up
- Experience in non-profit fundraising environment
- Strong preference for candidates with graphic design skill set and experience
- Microsoft Office and web proficiency, Greater Giving experience preferred
- Exceptional attention to detail and ability to meet deadlines
- Commitment to donor-centered fundraising and exemplary follow-through
- Exceptional interpersonal skills
- Creative problem solver
- Ability to maintain high level of confidentiality with sensitive information
- Able to work evenings and extended hours during event season
- Desire to support the mission of St. Mary's

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 annie.diess@smapdx.org. Please submit materials as a single pdf. No phone calls please.