



MARQUETTE UNIVERSITY HIGH SCHOOL

Job Title: *Special Events Manager*

Job Start Date: *Mutually Agreeable Date*

Application Closing Date: *until filled*

FLSA Status: *Exempt, Full-Time*

SUMMARY OF THE POSITION:

The Special Events Manager is responsible for the planning, coordinating, and executing of development and alumni events and functions. Reporting to the Director of Development, and working closely with all Development Office staff, and other members of the MUHS community, the Special Events Manager supports the delivery of high-quality events that reflect the school's standards and priorities. This role helps ensure that events are well-organized, mission-aligned, and effectively presented to foster goodwill and advance support for the MUHS mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Event Planning, Production, and Management (75%)

Plan, coordinate, and execute high-quality development and alumni events and functions in support of MUHS fundraising, stewardship, and community-building efforts. Ensure events are well organized, mission-aligned, effective, and reflect the school's standards and priorities. Examples include Topper Auction, auction-related events, the President's Club Dinner, the Alumni Awards Reception and Alumni Weekend, and similar functions/events as needed. Responsibilities related to the execution of these events include, but are not limited to:

- Identify, recruit, coordinate, and support appropriate event volunteers.
- Assist with contracting and coordination of major event vendors.
- Coordinate, manage, and help market auction raffles and related event elements.
- Support, as needed, the solicitation of gifts, sponsorships, and in-kind donations.
- Manage and execute event-related correspondence, including gift solicitations, acknowledgements, invitations, and follow-up communications.
- Manage and execute the design, production, and distribution of event and auction materials, including announcements, invitations, catalogs, flyers, programs, and print/digital assets.
- Collaborate with key stakeholders as it relates to schedule staffing and logistical support for event setup, execution, and teardown.
- Work collaboratively with Director of Development, Vice President of Development, and other stakeholders to support the annual calendar of special events, with an emphasis on donor stewardship, recognition, and engagement.
- Assist with pre- and post-event evaluations, including tracking outcomes, gathering feedback, and identifying opportunities to enhance future events and improve service to internal and external constituencies.

Unit Management (25%)

Administrative Support:

- Support the Development staff and leadership in the coordination of stewardship meetings and events for major gift benefactors, including scheduling, logistics, and event preparation.

- Assist with stewardship activities related to the school's endowment funds in collaboration with the Director of Donor Philanthropy, with a focus on event and communication support.
- Coordinate clerical and administrative workflows within the Development Office as they relate to event planning, stewardship, and donor communications.

General Office Support:

- Prepare and process purchase orders, expense reports, and budget documentation related to events and Development Office activities, as needed.
- As part of the Development team, help ensure a positive and professional experience for callers and visitors by engaging courteously and directing inquiries as appropriate.

QUALIFICATIONS:

College degree preferred. Values consistent with the mission of a Catholic, Jesuit education. Excellent interpersonal, writing and presentation skills. Computer skills: Microsoft Office software; CRM experience is preferred. Raiser Edge's and Once Cause experience a plus. Self-motivated and adaptable, with a positive approach to changing demands and collaborative teamwork. Flexibility with work schedule; availability to work occasional evenings and weekends as required.

Ability to work with sensitive information while maintaining complete confidentiality.

Must be willing to travel on a limited basis.

SUPERVISION RECEIVED:

This position reports directly to the Director of Development.

TERMS OF EMPLOYMENT:

This is a 12-month position that will require occasional evening and weekend work and travel to different locations.

WORKING ENVIRONMENT:

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

How to apply: If you are interested, please email your cover letter and resume to Sara Christensen, Human Resources Manager, at christensen@muhs.edu.