



THE KING'S ACADEMY

Job Title: Events and Development Specialist
Job Status: Full-Time, 12 months
Exempt Status: Non-Exempt
Department: Marketing and Communications
Reports to: Director of Marketing and Communications

Job Summary

TKA is a Christ-centered school grounded in a Biblical worldview, and we are looking for an Events and Development Specialist who is a follower of Jesus Christ and is dedicated to the school's Christ-centered mission. The primary responsibility of the Events and Development Specialist is to advance the mission of The King's Academy by showcasing the school and developing positive relationships through the planning and execution of multiple school events that are public facing. This role will also assist with the administration of the school's donor database and with donor-facing communication.

Essential Job Functions

Regular Activities

- Mentor a group of students by meeting daily as part of the school's home group program
- Plan and coordinate events, event programming, Facility, AV, and IT support requests, set-up and decor, clean-up, and signage
- Be present to assist before, during, and after each event.
- Ensure all facilities are left as needed and all equipment and supplies are cleaned and stored
- Ensure adequate staffing at events and direct all personnel involved with events. Plan for potential scenarios that could impact the integrity of the event and troubleshoot emerging problems on the day of the event
- Create promotional flyers for major events
- Plan events with attention to financial and time constraints and ensure compliance with insurance, legal, health and safety obligations, and school policies and procedures
- Liaise with hospitality staff or third-party vendors when food is served at events
- Work closely with the Director of Marketing & Communications to ensure the event details are communicated with staff, volunteers, and TKA's community and all printed materials are prepared and reviewed by the Director before the event
- Evaluate events and keep thorough records of the event planning process, budget, and feedback from stakeholders for the following year
- Maintain the school's donor database, including recording donations on a timely basis, sending donor acknowledgements, and updating donor contact information

Qualifications

Education and Experience

- Minimum of 2 years experience in Event Planning required
- Bachelor's degree in Marketing, Public Relations, or Event Planning *preferred*
- Experience with donor tracking software (Donor Perfect, Raiser's Edge, etc.) *preferred*

Skills and Abilities

- Experience using Canva, Spark, or other software to create flyers, posters, & invitations
- Strong leadership qualities and mentoring skills

- Excellent skills in communicating both orally and in written form
- Able to work both independently and in a team setting
- Demonstrated ability to lead by example
- Proficient with Microsoft Office and Google Suite
- Ability to learn new computer software systems

Core Characteristics

- Commitment to loving and serving Jesus Christ and supporting the school's mission
- Outstanding organizational abilities and attention to detail
- Ability to work under pressure and in a fast-paced environment
- Positive, flexible, resourceful, and solution-oriented
- Able to understand, love, and relate to students
- Must be active in or pursuing community in a local Christian body of believers
- Must have compatible theology in line with TKA's Statement of Faith and Lifestyle Agreement

Working Conditions & Physical Requirements

- Required to use the computer throughout the day
- Work will be performed from the campus
- Will move throughout the campus during the day
- May occasionally have to lift up to 20 pounds
- Work is generally performed, **year-round, Monday-Friday from 7:30 am-4:00 pm**
- This position will require you to work some nights and Saturdays, per the events calendar
 - This position will occasionally require you to work nights, weekends, and overnights (for trips/events). As much advance notice as possible will be provided.

Salary & Benefits

- TKA offers a [comprehensive benefits package](#) that includes medical, dental, and vision insurance. Additionally, TKA has an HSA and FSA plan, Employee Assistance Program, 403(B) base with matching contributions, basic life insurance, paid time off, and paid professional development.
- **Pay Grid:** Specialist II
- **Pay Grid Range:** \$67,643-\$85,787
 - *Salary is based on a preset pay grid and determined by education and experience; Most candidates enter in the lower to middle range.*

Please Note:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.

To apply for this position, please click our [application link](#) to be redirected to our recruiting website.