



Georgetown Preparatory School
Director of Events
Job Description

POSITION SUMMARY

Georgetown Preparatory School seeks a talented, detail-driven, and mission-aligned Director of Events to lead the planning and execution of the school's full calendar of advancement and community events. Reporting to the Senior Director for Advancement, this position is responsible for managing signature fundraising events, most notably the annual Prep Gala, alongside alumni gatherings, reunion weekend, donor receptions, parent programs, and stewardship events throughout the year.

The ideal candidate is a skilled event professional who brings creativity, operational rigor, and a genuine enthusiasm for relationship-building in a mission-driven Catholic and Jesuit environment. This role is highly visible, deeply collaborative, and central to Prep's broader advancement strategy.

PRIMARY RESPONSIBILITIES

Event Planning & Execution

- Lead all aspects of signature advancement events, including the annual Prep Gala, alumni reunion weekend, the Alumni Smoker, parent receptions, and donor cultivation and stewardship events
- Manage event logistics end-to-end: venue coordination, vendor contracts, catering, audiovisual production, décor, transportation, printed materials, and on-site staffing
- Develop and maintain event timelines, run-of-show documents, and post-event reports for each major event
- Coordinate with campus facilities, dining services, and campus security to ensure seamless on-site execution for events held at the Prep campus
- Manage relationships with external venues for off-campus events

Fundraising & Advancement Events

- Partner closely with the Senior Director for Advancement to integrate fundraising goals including auction components, Raise the Paddle, and sponsorship activation into event design



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- Manage silent and live auction processes, including procurement outreach, item tracking, and auction platform management
- Coordinate event sponsorship fulfillment, ensuring sponsors receive appropriate recognition and touchpoints
- Support stewardship events for major gift donors, planned giving prospects, and endowment fund holders

Guest Experience & Communications

- Develop and manage all event communications: save-the-dates, invitations, RSVPs, event-day signage, and follow-up correspondence
- Maintain guest lists and RSVP data in the Advancement CRM (Veracross), ensuring accurate records and effective segmentation
- Coordinate event-day volunteer teams, including briefing, assignments, and appreciation
- Ensure every event reflects the warmth, excellence, and Jesuit identity that define the Prep community

Budget & Administration

- Develop and manage event budgets, tracking expenses against projections
- Negotiate vendor contracts and seek cost efficiencies without compromising event quality
- Maintain organized files, contracts, and vendor records for all events
- Support broader Advancement Office needs, including assisting with mailings, donor communications, and office administration as appropriate

QUALIFICATIONS

Required

- Bachelor's degree required
- Minimum of 7-10 years of professional event management experience, with a track record of leading complex, multi-stakeholder events
- Experience managing fundraising events or working in a nonprofit, independent school, or higher education advancement context strongly preferred
- Exceptional organizational skills and unwavering attention to detail



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- Strong written and verbal communication skills; ability to interface professionally with donors, trustees, alumni, and school leadership
- Proficiency with event management software, CRM databases (Veracross, OneCause or similar), and Microsoft Office / Google Workspace
- Ability to manage multiple concurrent projects under deadline in a fast-paced school environment
- Willingness to work occasional evenings and weekends for event execution
- Commitment to the mission and values of Jesuit, Catholic education

Preferred

- Experience working in an independent school, Catholic school, or Jesuit institution
- Familiarity with auction platforms (such as OneCause)
- Background in donor relations, stewardship, or annual fund operations
- Experience managing event volunteers and external vendors

KEY COMPETENCIES

- Project management and multi-tasking
- Vendor negotiation and relationship management
- Donor and guest experience orientation
- Discretion and professionalism with confidential information
- Collaborative spirit and adaptability
- Creative problem-solving under pressure
- Mission alignment and institutional pride

SCHEDULE & PHYSICAL REQUIREMENTS

- This is a 12-month, full-time position based on the Prep campus in North Bethesda, Maryland
- The event calendar is heaviest in fall and spring; peak periods require evening and weekend availability
- Ability to lift up to 30 lbs. for event setup and materials as needed

12-month contract. Salary range \$90,000-\$100,000, based on experience.



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As a Catholic institution, Georgetown Preparatory School is an Equal Employment Opportunity employer in compliance with all applicable EEO laws.