HOLY CROSS SCHOOL

CONGREGATION OF HOLY CROSS IN NEW ORLEANS SINCE 1849

Part-time Advancement Events Manager

Job Announcement

Position Summary

The Advancement Events Manager is responsible for smooth execution of designated fundraising events from conception to completion, including planning, coordinating, marketing, promoting, and executing current and future fundraising events and activities. The Advancement Events Manager leads efforts to present engaging and successful fundraising events and is responsible for all aspects of assigned events from beginning to end, including strategic planning, budgeting, scheduling, implementation, execution, and analysis. In addition, this role manages all fiscal aspects of the event, including monitoring revenues and expenses, and maximizing proceeds.

This role collaborates closely with colleagues, committee members, volunteers, and other internal and external partners for each event. The Advancement Events Manager is assigned the lead role of many events; other events may be supported in a co-lead or alternative role. Some of the events this position will manage include the annual Gold and Blue Gala, Donor Receptions, among others. The Advancement Events Manager will also assist with specific Alumni Relations Events as approved by the Director of Advancement.

The Advancement Events Manager reports to the Advancement Director and works closely with the entire AARCO team (Advancement, Alumni Relations, and Communications team who reports to the Assistant to the President for Advancement, Alumni Relations, and Communications.

Ideal candidates will be committed to Holy Cross School's Mission, purpose, and culture with excellent ability to be a positive ambassador and advocate for the school.

This is a twelve-month position with expectations to work approximately 20 hours per week. Flexible hours as needed, including evenings and weekends to support school needs and events.

All advancement fundraising, alumni, donor events managed through the Advancement Office are under the purview of the Director of Advancement. The Advancement Events Manager is responsible for the planning, coordination, and execution of approved events and initiatives, but all event concepts, budgets, timelines, sponsorship opportunities, contracts, and major event decisions must receive prior approval from the Director of Advancement and align with the strategic goals of the Advancement Office.

Qualifications

- Bachelor's degree in relevant field preferred
- 3+ years of proven fundraising event planning and management experience
- Experience managing budgets, projecting costs, and negotiating.
- Experience in Event Planning Software

Primary Duties and Responsibilities

Planning and Coordination

- Present event concepts, timelines, budgets, sponsorship plans, vendor selections, and event recommendations to the Director of Advancement for review and approval prior to implementation.
- Events include but are not limited to Gold and Blue Gala, Boosterthon, Christmas Brunch, President's Dinner, Restaurant Give Back Nights, Hall of Fame, Fishing Rodeo, Golf Tournament, etc.
- Develop comprehensive plans and timelines for events.
- Oversee the production of events, including content development, venue selection, site visits, collateral materials, RSVP management, catering, volunteer coordination, and event-day logistics.
- Collaborate with Communications team regarding event publicity.
- Research and implement new event opportunities to raise revenue and increase awareness of Holy Cross School.
- Revenue and NET Revenue Goal setting with Advancement Director in July of each year for the new Academic Year.
- The Events Manager is expected to maintain a weekly work schedule aligned with the priorities of the Advancement Office. Weekly schedules for the upcoming week must be submitted to the Director of Advancement in advance for review and approval. All vacation requests, personal leave requests, and planned absences are subject to prior review and approval by the Director of Advancement.

Vendor Management

- All contracts, vendor commitments, and expenditures must be reviewed and approved by the Director of Advancement before execution.
- Source, negotiate, and coordinate with suppliers, venues, contractors, and vendors.

Budget Oversight

- Prepare, manage, and monitor budgets, ensuring costs stay within limits while maximizing impact.
- Oversee related event solicitation processes.

- Work with Advancement team to generate support and sponsorship opportunities for events and projects.

Management and Leadership

- Develop, cultivate, manage, and provide leadership to event volunteers, chairpersons, committee members, event personnel, and other individuals.
- Ensure all event-related activities, communications, sponsorship opportunities, and committee initiatives are consistent with the strategic priorities and directives established by the Director of Advancement.

On-Site Management

- Conduct and oversee setup, troubleshoot issues in real time, and ensure smooth operations during the event.

Stakeholder Relations

- Maintain strong communication with stakeholders to align expectations and deliver exceptional experiences.

Post-Event Analysis

- Evaluate event success and prepare reports for future improvements.

Perform other duties as assigned by the Director of Advancement.

This position supports the overall advancement strategy of Holy Cross School, with all event initiatives subject to the approval and direction of the Director of Advancement.

Required Skills and Abilities

- Flexibility to work evenings and weekends as needed.
- Strong organizational and multitasking abilities
- Ability to think strategically with deep knowledge of all aspects of events planning and management including associated marketing, catering and financial management skills.
- An energic leader with excellent communication and interpersonal skills with demonstrated ability to work effectively in a collaborative manner.
- Excellent communication and negotiation skills
- Budgeting and project management skills
- Creativity and problem-solving mindset
- Proficient computer skills with knowledge of event tech software (One Cause/Bid Pal) and Microsoft Office applications, specifically Microsoft Outlook, Excel: PIVOT tables and Microsoft Word: Mail Merge.

- A continuous learner with a demonstrated commitment to innovation and improvement.
- Ability to communicate and collaborate with all AARCO team members and is transparent in all business with Director of Advancement and Asst. to the President for AARCO.

To Apply

Interested and qualified candidates should submit a cover letter and resume to hr@hcnola.org

About Holy Cross School

Located in New Orleans, Louisiana, Holy Cross School, traces its history to 1849 and is the only Catholic, PreK – 12th grade, all boys' educational institution in Louisiana. Our development of boys to men centers on our overall educational philosophy in building the whole man: Mind and Heart, Body and Soul. Serving students in grades PreK – 12th grade, the Holy Cross School experience provides character and leadership development, unsurpassed facilities, exceptional arts, unequalled advanced placement opportunities, and a highly competitive athletics program.