



# MOUNT MICHAEL

BENEDICTINE ABBEY AND SCHOOL

## Position Description

**Job Title:** Director of Events

**Reports to:** Director of Advancement

### Job Summary:

Plan and coordinates all major fundraising and alumni events; management of volunteers; solicit advertisers and underwriters for events. The Director of Events works closely with all members of the Advancement Team to support all Advancement Office goals.

### Essential Job Functions:

1. Oversee event logistics which includes:
  - a. Establishing timelines for events.
  - b. Developing event mailings and forms.
  - c. Preparing event catalogs, draft event programs, launch event registration, setup auction software and mobile bidding for each event.
  - d. Coordinating all event promotion activities.
  - e. Coordinating all volunteers for events.
  - f. Assembling committees, overseeing committees, and facilitating meetings.
  - g. Coordinating all vendors related to each event; cultivating relationships and evaluating proposals.
  - h. Facilitating the approval of contracts with the business office.
  - i. Marketing/promoting events to the public (in coordination with the Advancement Officer/Communications), with volunteers, with alumni (coordinate with Director of Advancement) and with friends of Mount Michael through online registration, social media, public relations with local news outlets and social media calendars.
2. Create an annual operating budget for all events.
3. Coordinate events with Abbey and School calendars.
4. Work with the Alumni Association for the planning and execution of alumni events.
5. Work with the Director of Advancement to plan cultivation and recognition events for donors, related to all events.
6. Maintain clear records of expenditures. Reconcile, make copies, and turn in receipts with coding to the business office.
7. Create and execute a volunteer management plan.
8. Solicit advertisers and underwriting sponsorships to support events.
9. Maintain confidentiality.
10. Other duties as assigned.



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## **Minimum Qualifications:**

1. Bachelor's degree preferred.
2. A candidate with a minimum of five to seven years of event planning experience, preferably while working with non-profit employers or clients, is preferred but not required. Experience working with an advancement/development office is also desired.
3. Strong written and verbal communication skills, as well as excellent telephone and customer service skills.
4. Demonstrated ability to pay close attention to detail, to efficiently manage several work assignments and tasks simultaneously, and to prioritize work in a small, fast-paced environment.
5. Proficiency with all Microsoft applications, including Excel and merge applications, as well as experience working with a variety of database systems. Experience with Blackbaud's Raiser's Edge as well as Auction Maestro, Text to Bid, InDesign and other computer applications preferred.
6. Positive attitude, relationship-building skills, a high-level of self-motivation, and a strong, responsible work ethic.
7. Demonstrated ability to work independently and as part of a team, to think ahead and be a problem-solver.
8. Excellent customer service skills. Demonstrated tact, professionalism, creativity, and positive attitude.
9. Must be able to work flexible hours with standard office hours during the week, including some weekends and evenings.