

EVENTS MANAGER JOB DESCRIPTION

About Regis

Founded in 1914 by an anonymous benefactor and supported by the generosity of her family, its alumni, parents and friends, Regis High School offers a tuition-free, Jesuit, college preparatory education to Roman Catholic young men from the New York metropolitan area who demonstrate superior intellectual and leadership potential. In the admissions process, special consideration is given to those who cannot otherwise afford a Catholic education.

As a Jesuit school Regis is committed to both academic excellence and fostering a spirit of generosity and service to those in need. With an emphasis on academic rigor and Catholic formation, the school's program is designed to promote each student's intellectual and spiritual growth grounded in a deepening relationship with Jesus Christ.

Regis seeks to inspire and train the ethnically diverse young men in its care to become imaginative leaders committed to promoting justice and exerting leadership in the Church, in the civic community, and in their chosen profession.

With a budget of \$15 million, Regis has a student body of 530 students, a faculty and staff of 90 committed men and women, and a very strong network of volunteers. The school raises \$9.0 million through its Annual Fund to meet its operating expenses. For more information about Regis High School visit www.regis.org.

General Position Description

Regis High school seeks a highly-motivated, mission-driven, and talented individual to play an important role on the Development team. This individual will lead the planning and execution of all events which the Development Office hosts during the course of the year, to advance the mission of Regis High School. Last year, Regis hosted 60 events attended by roughly 3,700 people. These events included a 200 person sit-down dinner at the St. Regis Hotel, a series of multi-year reunions at Regis, lectures at the school, and a series of regional receptions at venues across the country.

This is a part-time role (30 hours/week) that requires evening and weekend availability. This is a 10-month position (September-June), given a light events calendar over the summer.

Responsibilities

The Events Manager will own and manage all assigned events from start to finish. This includes but is not limited to:

- Setting the overall look and feel of each event and managing all logistics before, during, and after the event.

- Helping to establish the objectives of each event with accompanying forms of measurement, where applicable.
- Managing the budget for each event with an eye toward ROI; providing critical input on setting budget for each event.
- Creating and tracking the guest list to ensure maximum/highest quality attendance.
- Developing and executing a communications plan (invitations, reminders, social media posts, etc.) in partnership with the Director of Communications and his staff.
- Recruiting and briefing/training volunteers and staff for each event.
- Serving as point person with all the vendors; negotiating contracts.
- Conducting thorough de-briefs of each event to capture notes/ideas for how to improve and measure success.

Minimum Qualifications for Applicants:

Education

Bachelor's degree.

Experience

A minimum of one to three years of event coordination experience and/or relevant experience in another industry/field.

Skills & Qualifications

- Ability to help articulate the strategic role of each event and the objectives we wish to achieve.
 - A level of creativity and taste to ensure memorable, high value events, in keeping with the Regis brand.
 - Excellent oral and written communication skills.
 - Outstanding attention to detail.
 - Experience with Raiser's Edge, a CRM, or database software. Ability to manipulate and analyze data to understand and strategically shape attendance at our events.
 - Proficiency in the Microsoft Office suite.
 - Understanding of the school's many constituents and the ability to work well with a wide range of individuals, both internal (faculty, administration, students, parents club) and external (alumni, vendors, etc.).
 - Understanding and appreciation of Regis' mission of educating young men in the tradition of the Society of Jesus including a respect for and understanding of Regis's Jesuit and Catholic culture.
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Application Deadline:

December 19, 2019

To Apply:

Send a **resume** and compelling **letter of interest** by e-mail to employment@regis.org.

Start Date:

January 2020 or a mutually agreed upon date.

Compensation:

Commensurate with experience.