



Event Specialist

Posted: November 16, 2020

Job Opportunity:

Brophy is looking for an experienced, detail-oriented event professional with excellent organizational and planning skills to support fundraising and general school events. This individual will report to the director of special events and strategic fundraising and will assist in planning, organizing, and executing a wide range of first-class caliber live and virtual events. This is a full-time, 12-month position. Salary and benefits commensurate with experience.

Job responsibilities include:

- Provide assistance to the director of special events on event strategy and planning
- Work with volunteer committees on event details and serve as a liaison to the Mothers' Guild and Dads' Club
- Route facilities and catering requests to necessary teams, and oversee the set-up of events at both on-campus and off-campus venues
- Provide administrative support of all event fundraising solicitation (donation cards, database event updates, donor list pulls, etc.)
- Help manage event inventory (food, beverage, linens, etc.)
- Route vendor invoices to accounting for payment
- Keep detailed documentation of event plans on Google Drive
- Communicate with contracted outside vendors
- Coordinate requests for event printed material
- Create event layouts, timelines, materials lists, signage needs, etc.
- Manage event volunteers as needed
- Keep an updated calendar of all school events
- Assist with managing all day-of set-up and execution needs

Qualifications required:

- Three-plus years of event experience
- High school education required, four-year degree preferred
- Proficient in G Suite and Microsoft Office
- Knowledge of Raisers Edge and GiveSmart auction software
- Self-starter and supportive team member with good interpersonal skills
- Ability to be on feet for hours at a time on event days
- Ability to lift 30 lbs. and move event materials

To apply:

All interested candidates should submit a résumé and a letter of interest to Chief Financial Officer and Human Resources Director Jill Zimmerman at jjzimmerman@brophyprep.org.

About Brophy:

Brophy College Preparatory, founded in 1928, is a Catholic, Jesuit school with a high school enrollment of approximately 1300 young men. Brophy offers its students a rigorous and relevant college preparatory curriculum, a highly developed fine arts and music program, a diversity of extracurricular activities, comprehensive and competitive athletics, and a strong retreat and service learning program. In addition to the high school, Brophy includes Loyola Academy which is a tuition-free, comprehensive junior high school program for sixth-, seventh-, and eighth-grade boys who demonstrate academic promise but have had limited educational opportunities.

As a Jesuit school, Brophy takes great pride in striving to form well-rounded young men who are firmly grounded in a relationship with God that orients them to lead lives of service.