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| Position: | Events Manager |
| Department: | Development |
| Supervisor: | Dean M. Hanks, VP of Development |
| Position Type: | FTE non-exempt position |

**JOB SUMMARY**

The Events Manager position is a non-exempt, full-benefits position. This position works closely with the Director of Development to help plan, manage, and execute Development Events. The position requires a strong background in event management and experience working in the Development field, knowledge of fundraising practices, experience working with donors, volunteers, other departments, and related staff to achieve goals. Proven experience working with auction software, specifically Greater Giving, and donor databases is preferred.

**CORE FUNCTIONS OR DUTIES**

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|  | **Primary staff to ensure effective management of the Bellarmine Gala (50% of position)**   * Facilitate mailings, invites and communications to constituents. * Manage Bellarmine’s Greater Giving database. * Create Gala website using current templates. * Assist and provide planning support to the Gala committee. * Secure and manage vendors for the Gala. * Manage Gala event meeting agendas and timeline documents. * Work closely with facilities and communicate with other departments to secure location and meeting spaces. * Assist Gala procurement team with securing items and managing donor details. * Organize Gala Kick-Off event details. * Work closely with the committee on communications planning. * Assist attendees in support of purchasing tables and managing their guests. * Assist donors with connecting key elements of their packages post-Gala. * Close out Greater Giving Fund-A-Need donations and prepare for import for donor acknowledgement. * Close out Greater Giving platform by updating the supporters within the database post-Gala. * Facilitate volunteer support to the donors post-Gala with procurement follow up. * Assist with set-up of post-Gala events with the Gala committee. * Assist with other post-Gala activities as needed. * Assure monthly reconciliation with the finance department for all gifts processed. * Assist with payments to vendors and tracking budget items. |
|  | **Logistical coordinator of Development events (40% of position)**   * Support Development team for logistics and administrative support of annual and bi-annual Bellarmine events throughout the year to include but not limited to: (Bite and Brew, President’s Evening of Thanks, Business Partner Appreciation, New Parent Night, New Parent Registration, Hall of Fame)   **General support of Development team (10% of position)**   * Support other Development activities as required. * Assist the team effort with donor database updates. * Collaborate with the Development team and provide input for shaping and/or developing future Bellarmine events. |

**QUALIFICATIONS/COMPETENCIES**

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| Requirements:  **RELATIONSHIPS**  Reporting:  Working:  **COMPENSATION**  **ADDITIONAL INFORMATION** | * Experience with Auction/Event software (strong preference for familiarity with Greater Giving Software) * Experience with donor database software preferred. * Experience with events, preferably in a school setting. * Experience working with donors, volunteers and committees at all levels. * Ability to multi-task and work in a fast-paced environment. * Computer skills and knowledge of office software. * College degree preferred.   Reports directly to Director of Development with VP of Development oversight  Works closely with Gala committee members, the Development team, the Finance Department, and Donors.  Bellarmine Preparatory School offers a full array of benefits and the hiring range for this position is $50,000 to $60,000 depending on experience.    For additional information about Bellarmine Preparatory School go to [www.bellarmineprep.org](http://www.bellarmineprep.org). Links for the full position description and application procedure can be found at [www.bellarmineprep.org/employment](http://www.bellarmineprep.org/employment). |