

**Resurrection College Prep High School
Manager of Events and Annual Fund
Job Description**

Relationship

- Reports to the Senior Director of Development and Major Gifts
- Works closely with administration, staff, alumnae, students, parents, donor and other constituents

Qualifications

- Bachelor degree preferred
- Excellent written and verbal communication skills
- Ability to manage multiple tasks and meet multiple deadlines
- Experience in managing and planning events
- Strong organizational skills
- High level of creativity and problem solving skills
- Ability to manage volunteers
- Proficient with Microsoft Office, Google, In-Design and Raiser's Edge experience desired
- Ability to manage and work within a budget

Position Summary

Responsible for the planning, organization, execution and reporting of special event fundraisers and annual fund for the school as well as tuition assistance volunteer management.

Responsibilities

Overall planning and management of all aspects of special event fundraisers including: Fall & Winter Fundraiser Events, Cash Raffle, Arts and Crafts Fairs, Walk-a-thon, Grandparents Day Event, and the Charity & Truth Gala. These events are the Development Office fundraising events. Additional assistance or coordination of friend-raiser or community events may be required.

Overall planning and management of the Annual Fund Appeals including: Fall/Calendar Year End Appeals, Grandparents Appeal, Winter/Spring Appeal, Giving Tuesday and Fiscal Year End Appeal.

Duties include:

- Develop annual fundraising information pack and distribute to all school families.
- Manage all event concepts, themes, committees and budgets as well as coordinating venues, rentals, donation solicitation, data input and event logistics.

- Design invitations, event programs, flyers, etc., as needed for special events as well as manage the print process and direct mail process.
- Write solicitation and thank you letters for events as needed.
- Coordinate event publicity and communications with the Director of Communications and website manager.
- Recruit and Coordinate Volunteers for events.
- Prepare Post Event Financial Report.
- Creatively engage all constituents in events and fundraisers.
- Provide updates for the Special Events page of the website.
- Provide day of support for Recruitment, Alumnae Events and other events and activities as needed.
- Collaborate with Parents Club and Athletic Booster Club on events, activities, donations and volunteer recruitment.
- Develop Annual Appeal Communication Timeline
- Develop, prepare and execute appeals for mail, e-mail, website and social media
- Evaluate and report on appeal success and overall trends
- Maintain accurate date and reporting of events and constituents in the Raiser's Edge database.
- Serve as an advisor for high profile events such as graduation.
- Manage Tuition Assistance Volunteer requirement fulfillment by working with the volunteers to sign up for various event options and reporting to the Accounting Office upon completion of hours.