



CHRISTIAN BROTHERS HIGH SCHOOL

Job Description

Job Title: **Events Coordinator**
Reports to: Director of Advancement
Employment Status: Part Time, 20 hours per week; 12-months per year
FLSA Status: Non-exempt
Salary: \$20.00

Summary of position: Under the direction of the Director of Advancement, the Events Coordinator is part of a dynamic and driven team of fundraising professionals that are dedicated to current and potential donors. The Events Coordinator serves the mission and vision of Christian Brothers High School by organizing events to bring together current and prospective donors with faculty, students, alumni, and leaders in the community.

Duties:

- Implements a strategic vision for special events focused on cultivating and stewarding CBHS donors and alumni.
- Tracks and manages timelines and strategies for CBHS donor and alumni related events.
- Assists in identifying, maintaining and cultivating relationships with CBHS donors, potential donors, and alumni.
- Solicits cash and in-kind contributions for the school.
- Assists with and coordinates various communications with the Communications department.
- Arranges venues, catering, equipment, technological needs, décor, and other elements crucial to a successful event.
- Develops and tracks individual budgets for special events.
- Provides expertise and implements best practices to ensure the success of events.
- Works with the Director of Advancement and the Advancement department to promote, celebrate and honor donors and alumni who provide support to CBHS.
- Manages volunteers to ensure event success.
- Special events include approximately seven annual events, but are not limited to the following:
 - Wine & Beer Festival (Fall)
 - Falcon 5K (Spring)
 - Class reunions (Fall & Spring)

Qualifications

- Strong organizational skills, the ability to work independently, and exercise sound judgment and initiative.
- Strong oral communication skills.

- Excellent interpersonal skills to create effective collaborations among various levels of staff, faculty, and volunteers to bring large scale projects to completion.
- Ability to work in and contribute to a highly collaborative team environment.
- Strong problem-solving skills and demonstrated ability to work under pressure.
- Creative and resourceful problem-solving skills.

Education & Experience

- Bachelor's degree
- Demonstrated experience working with special events.
- Demonstrated success in planning and organizing event-based fundraising activities.
- Working knowledge of Microsoft Office Suite.

Interested parties meeting the above qualification in applying should submit a resume and cover letter to hr@cbhs-sacramento.org. This position is open until filled.