



St. John's College High School is an independent, Catholic, coeducational school in the Lasallian tradition located on a 28-acre campus in Chevy Chase, DC. Founded in 1851, St. John's provides a rigorous college preparatory curriculum, an expansive extra-curricular program, and an opportunity for 1,250 students to grow in their faith by encountering the tenets of a Lasallian education. Visit www.stjohnschs.org for more information.

Position: Director of Special Events
Status: Full-time Employment
Department: Advancement
Reports to: VP of Advancement
Start Date: July 1, 2024

POSITION SUMMARY: St. John's College High School is seeking a goal-driven, relational team player with strong organizational and interpersonal skills to serve as the director of special events for the Advancement Office. The selected candidate will also oversee all St. John's College High School's special events. The director of special events is an integral member of the advancement team, and works with the St. John's College High School alumni network to strategically engage alumni, contribute to the goals of the Advancement Office, and provide value to the alumni and current students. This position oversees the entire alumni and events programs, including homecoming events, alumni reunions, golf tournament, and president's receptions, and assists in the identification of potential alumni donors. The director of special events reports to the vice president of advancement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential functions include, but are not limited to:

- Responsible for alumni engagement: recruiting/managing reunion volunteers, meeting with alumni on and off campus, and identifying potential lead donors among the alumni community
- Collaborate closely with advancement colleagues in increasing support from alumni; identify and qualify alumni prospects for gifts; communicate advancement-related activities
- Collaborate closely with the school leadership team on events for parents, faculty, and admissions
- Coordinate all St. John's national, regional, and local alumni events. Specifically, the director of special events is responsible for:
 - Event visioning and design
 - Event scheduling and securing venues, caterers, vendors such as photographers, equipment such as audio/visual, marketing materials, etc.
 - Producing event materials in coordination with the Communications Office to include invitations, programs, acknowledgments, etc.
 - Engaging alumni and promoting events through social media and school publications

- Managing day-of logistics as the on-site point of contact; direct and support multiple volunteer groups
- Managing and reporting post-event data, donor cultivation, and event follow-up
- Coordinate across school departments to support other events as needed

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Bachelor's degree preferred
- Three to five years of related work experience
- Project management experience preferred
- Outstanding organizational, time management, and delegation skills
- Proficiency with Microsoft Office, particularly Outlook, Word, and Excel
- Knowledge of Raiser's Edge or experience with a CRM tool preferred
- Email marketing platform experience preferred

NOTE: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

If you are interested, please submit a cover letter and resume to:

events@stjohnschs.org

St. John's College High School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.