



Events & Alumni Relations Associate Position Description

Position Summary: This position is in support of all fundraising campaigns, events, alumni and board of trustees meetings. It is a full time, 12-month position. The person reports to the Director of Development, who determines hours, schedule, tasks, and goals. The person works collaboratively with a Development Associate (who is part time).

Essential Duties and Responsibilities:

This position is responsible for organizing and executing community events and meetings of the School, ensuring that the goals of each event and meetings are fully met. This position provides high-level support to the Director of Development and is responsible for the following events, including all administrative support:

- **Auction**
 - manage event timeline, budgets, vendors, volunteers and committees
 - work with the Director of Development to solicit sponsors, donations and advertisers
 - recruit parent volunteers for chair, co-chair and committee positions
 - input all auction data
 - maintain meticulous donor records
 - respond to emails and calls
 - oversee all event prep, set-up and tear-down
 - provide written copy for email blasts, mailings, newsletters for all events
- **Alumni Relations and Events**
 - schedule, manage and arrange for alumni dinners, care packages, activities and reunions with the Development Team
- **Grandparents Day**
 - plan, collaborate and manage timeline and event details for this annual event
- **Board of Trustees**
 - organize and manage monthly board meeting materials
 - communicate with trustees to ensure that administrative needs are met
 - ensure that meals, room setup, and technical needs for monthly Board meetings are prepared in advance
 - arrange for and support annual Board events, including Board/Faculty gathering, Board retreat, Annual Former & Current Trustee Breakfast, and Board/Faculty dinner
- **50th Anniversary**
 - organize a strategic plan for 50th anniversary celebration activities throughout the 2023/24 school year, in conjunction with the Development Team, alumni, and volunteer leadership
- **Other events and duties**
 - complete such duties as assigned by the Director of Development and Head of School

Additional Duties:

- prepare and maintain budgets, spreadsheets, files, records and materials associated with all events, meetings and projects
- manage record keeping and reporting with regard to data and documents, utilizing such programs as Greater Giving, Abila, RenWeb, Google Workplace and Microsoft Office
- ensure that appropriate thanks and recognition are provided to donors, volunteers, participants, faculty and staff
- manage volunteers at all events and meetings

Qualifications:

At a minimum, the candidate must possess a bachelor's degree and/or specialized certification course work in these areas. The chosen candidate must be a proven team player. They must be poised, organized, creative, and have strong communication skills. They must have comfort using Google Workplace and/or Microsoft Office, and be ready to receive training in other CRM systems. The individual must have prior experience running special events. This position requires a valid driver's license; evening and weekend hours; standing and occasional lifting up to 30 lbs.

The ideal candidate has at least three years of experience in fundraising and special events, and an understanding of independent schools or equivalent in the nonprofit sector, and experience in alumni relations.

Interested candidates should send a cover letter and résumé to Lorna Hildebrandt, Director of Development, lhildebrandt@emerson-school.org. More information about Emerson School can be found on www.emerson-school.org.