



Special Events and Advancement Communications Manager

At Stevens Cooperative School, we imagine a world with well-informed, engaged citizens who are motivated to make a difference. In partnership with our diverse faculty, staff, families and the greater community, Stevens Cooperative School students explore, question and communicate in ways that will inspire and shape the future.

The Special Events and Advancement Communications Manager is an integral part of the Advancement team. This position will work closely with the Director of Advancement to coordinate the administrative and logistical aspects of all philanthropic events including, but not limited to: the Leadership Reception, the Annual Auction, Alumni events, Cultivation Receptions, Family Wellness Expo and the Golf Outing. The position will be responsible for developing and coordinating all events promotions and logistics, and related support and promotional functions. The position will also be responsible for maintaining the event database, and generating relevant reports. The position will report to the Director of Advancement.

Responsibilities

The Special Events and Advancement Communications Manager is responsible for the planning, organization and budgeting of all fundraising events, including:

- Plan events from start to finish according to requirements, target audience and objectives
- Come up with suggestions to enhance the event's success
- Prepare budgets and ensure adherence

- Source and negotiate with vendors and suppliers
- Be in charge of hiring personnel (DJs, servers, etc.)
- Coordinate all operations in conjunction with the school's Director of Facilities for in-house events
- Lead promotional activities for the event
- Oversee all event committees and work closely with event chairs
- Prepare all journals, banners, postcards, etc. for events
- Manage all event and Annual Fund social media and emails in conjunction with the School's Director of Marketing and Communications
- Provide Director of Marketing and Communications with pertinent facts, contacts and images for fundraising and special events marketing as necessary
- Write text for Annual Report on events fundraising
- Supervise all special event staff (security, caterers etc.)
- Approve all logistical aspects before the day of the event
- Ensure event runs smoothly and step up to resolve any issues that might arise
- Conduct all necessary follow up and prepare thank you letters
- Analyze the event's success and prepare reports
- Work with the Director of Advancement to maintain robust donor relations
- Demonstrate a strong commitment to the Stevens Cooperative School mission

Qualifications

- Bachelor's Degree
- Non-profit and/or fundraising experience
- Strong written and verbal communication skills
- Organizational skills and attention to detail
- Ability to plan and administer multiple concurrent projects
- Knowledge of event scheduling, production, administration and sponsorship
- Ability to work in the following computer applications: Microsoft Word, Excel, PowerPoint, Canva, Animoto, iMovie, and Raiser's Edge
- Ability to make quick decisions, take initiative, and prioritize tasks

- A sense of humor
- Preferred 3+ years experience in special events preferably within a school-related environment

To Apply:

Qualified applicants should email a cover letter and employment resume to Francesca Lanning, Director of Advancement, at jobs@stevenscoop.org including Special Events in the subject line.

Stevens Cooperative School is fully committed to a culturally diverse faculty and staff body and is eager to consider applications from traditionally underrepresented groups.