



**Job Posting**  
**Director of Special Events and Parent Relations**

**Position Summary**

Reporting to the Vice President of Advancement, the Director is accountable for the oversight, management and implementation of special events held on-campus and off campus. This position also serves as the main liaison to the Parents' Association. The Director serves a broad range of constituents across the campus community including faculty, staff, board members and trustees, alumni, students and school families along with outside community members.

**Essential Functions or Key Responsibilities**

1. Special Events for Advancement: Plan, direct and implement events and activities related to Commencement, BASH, Homecoming, and key events as needed, on or off campus. Work closely with the Vice President of Advancement, President's Office, Board of Trustees, and other key stakeholders as required. Provide support for signature events managed by other departments, such as the athletic banquets. Attend specific events to manage all aspects of a successful event

- Coordinate and manage set up and take down of events
- Develop Event Marketing strategies: coordinate with internal staff and others (Advancement, Facilities, Athletics and Parents Association)
- Ensures staffing for events - solicits and coordinates staff assistance and volunteers
- Coordinates and manages event vendors
- Manages event registration and responses
- Responsible for creating and managing event budgets and analytics
- Works with school personnel to ensure event success (Facilities, Athletic Director, catering, etc.)
- Organizes and tracks event inventory and materials

2. Parents' Association: Serve as the in-house liaison for Parents' Association to ensure that the proper procedures are followed for Parent's Association events.

- Attend Parents' Association Executive Committee meetings
- Oversee volunteer management of events
- Share best practices for successful event implementation and guide Parents' Association, as needed, to host effective activities and events
- Direct PA questions to the appropriate McQuaid Jesuit contact
- Disseminate Parents' Association communications through SchoolMessenger and Schoology

- Update the Parents' Association section of the McQuaid Jesuit website
- Screen parents for their potential to further engage in development and admissions efforts

3. Communication: Be the central point of communication for all events taking place at McQuaid. Perform appropriate communications related to onsite events and activities. Ensure collaborative means of working across all campus constituencies, including support functions in Finance/Accounting, and Facilities. Create presentations, summaries, or other information as necessary for the communication of event information to all appropriate audiences.

### **Additional Responsibilities**

Perform miscellaneous tasks for the demonstrated successful implementation of assigned duties. Fulfill administrative tasks for paperwork and recordkeeping management. Perform data analysis. Respond to emergencies. Represent McQuaid Jesuit and participate in training activities to enhance professional knowledge of evolving industry trends and requirements.

### **Competencies/Skills**

- Proven track record developing, defining and executing events of various size and complexity serving a variety of organizations and clients
- Demonstrated ability to work productively with trustees, faculty, staff, students and the external community
- Recognized for leadership and collaboration abilities
- Must be able to maintain confidentiality and be tactful and discrete in dealings with students, parents, faculty, staff, and the external community
- History of income growth from managed events
- Admired for demonstrated ability to work both independently and cooperatively with others
- Solid communication and presentation skills
- Demonstrated ability to handle multiple projects, set priorities, and meet deadlines
- Highly organized and detail-oriented
- Proficient in Microsoft Suite programs
- Proficient in Google programs
- Experience with event management software; Raiser's Edge is preferred

### **Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and can require standing, walking, bending, kneeling, stooping, crouching, and climbing throughout the day. The employee will occasionally lift or move items over 50 pounds. While leading service immersion trips the employee should be able to perform seven to nine hours of various types of manual labor in multiple conditions.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Required Qualification Summary**

- Bachelor's degree required
- 3-5 years experience with event management and/or fundraising

### **Position Type and expected Work Hours**

Exempt position. 40 hours per week. 12 months per year.  
Regular weeknight and weekend availability is required.