

Special Events Manager Job Description

Job Title: Special Events Manager

Supervisor: Alicia Redinger, Director of Mission Advancement

Hours: Full time, year-round position, some evenings and weekends required for events

Summary: Will be responsible for assisting the Mission Advancement Department with the planning and execution of events and priorities. As a key member of the Marian community, the Special Events Manager is responsible for upholding and representing the Catholic educational mission of the school to the broader community. Specifically will assist in the following areas:

1. Event Execution and Planning
 - Coordinate logistics of admissions/development events with Advancement Team
 - Ensure successful achievement of event goals and effectively manage expenditures
 - Produce post event reports
 - Create atmosphere to welcome and introduce guests to the Marian family
 - Some events include: Open House, Grandparents' Day, Trivia Knight, Scholarship Dinner, Onward Knights Dinner, Knights In Need Golf Outing, & Career Day
2. Develop relationships with families, alumni, volunteers and donors during event planning and execution
3. Work as an active and effective member of the Mission Advancement team in a collaborative and cooperative manner
4. Work with Principal, advancement staff, as well as other internal departments, parents, volunteers and students to perform other duties and responsibilities as required
5. Work as collaborative team member to accomplish goals of Marian High School. Maintains all information in a highly professional and confidential manner. Accepts and fulfills any other duties requested by the Principal or Director of Mission Advancement.

Interested applicants should send their resume and cover letter to Alicia Redinger, Director of Mission Advancement at aredinger@marianhs.org by March 5, 2021.