



NARDIN ACADEMY POSITION DESCRIPTION

Job Title: Events Coordinator
FLSA Status: Non-Exempt
Position Status: Full Time
Reports to: Vice President of Institutional Advancement
Supervision: None
Date: May 1, 2017

Summary Description

Nardin Academy's Event Coordinator plans, organizes, manages, and promotes annual fundraising and stewardship events within the Office of Institutional Advancement. Assistance with additional Institutional Advancement events expected.

Annual events include:

Founders Day: mid-November

The Nardin Academy community annually celebrates Founders Day. The day begins with an all-Academy prayer service at St. Joseph's Cathedral and recognizes the Daughters of the Heart of Mary. A dinner and awards ceremony is held at The Saturn Club where Nardin proudly acknowledges recipients of the Ernestine Nardin Distinguished Service Award, Alumnae Hall of Fame, Distinguished Alumna Award, and Volunteer Service Award.

Fortune Gala: early March

Fortune is Nardin Academy's largest annual fundraising event; the signature event is a festive evening of cocktails, hors d'oeuvres and a silent auction, followed by dinner and a live auction. Proceeds from the event directly support The Nardin Fund, which sustains the curriculum and activities that define the Academy's unique student experience.

Golfing for Gators: mid-June

Golfing for Gators is Nardin Academy's annual golf tournament. Proceeds directly support the Academy's Athletics program, through The Nardin Fund.

Knowledge, Skills and Abilities

- Clearly and persuasively communicate, including public speaking; listen and seek clarifications; participate in meetings; write clearly and informatively
- Work well in a rapidly changing environment; treat others with respect and consideration; accept responsibility for own actions. Understand business implications of decisions, align work with strategic goals, complete administrative tasks and develop strategies to achieve organizational goals.
- Able to multitask in a changing work environment. Handle competing demands and unexpected events. Willingness to change approach to best fit the situation.
- Highly organized with an acute attention for detail
- Proficiency in spelling and grammar essential.
- Advanced proofreading skills are a plus.

Duties and Responsibilities

- Analyze trends and set strategic fundraising goals
- Plan and execute each event in detail, including the coordination of event-related gatherings
- Develop comprehensive action plans for execution of multi-layered events
- Establish communications, advertising/marketing strategies for each event
- Recruit, develop, and nurture volunteer chair couples and event committee
- Plan and lead regular chair and volunteer committee meetings
- Plan and delegate/assign duties to members of event committees
- Develop and monitor budget; track each event's return on investment; meet/exceed fundraising goals
- Create detailed report from post-event analysis (include volunteer leadership)
- Maintain good working relationship with various department within the
- Develop working relationship with venue contacts, vendors, sponsors, and advertisers
- Develop knowledge and familiarity of Nardin parent and alumni community
- Some database work required

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

Qualifications include:

- Bachelor's Degree
- 3-5 year's event planning experience preferred

- Exceptional presentation and negotiation skills
- Excellent organizational and interpersonal skills
- Proficient in Microsoft Suite
- Basic knowledge of Auction Maestro and Raiser's Edge is preferred

Working Conditions

This job operates in a professional office environment. This role routinely utilizes standard office equipment such as laptops, computers and various digital devices. The ability to multitask is required. Flexibility is a must due to the many interruptions that occur throughout the day.

Physical Requirements

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. This position requires good visual and auditory acuity. Additionally, the position requires the ability to lift files, open filing cabinets and bend or stand on a step stool as necessary. The employee must regularly lift and/or move up to 35 pounds.

Hours

July- August

Tuesday-Thursday: 8:30 am- 4:00pm

Sept – June

Monday- Friday: 8:00 am-4:00 pm

This position will require the ability and willingness to work irregular hours including some evenings and weekends to attend meetings and events beyond the framework of the normal working schedule.

EOC

Nardin Academy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, ancestry, disability, sex, age, veteran status, marital status, sexual orientation, domestic violence victim status, genetic predisposition, or any other status protected by law. In addition to federal law requirements, Nardin Academy complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training

To apply, please submit the following materials as a PDF to careers@nardin.org . Please include:

- Cover letter expressing your interest and qualifications
- Current resume with appropriate dates
- 3 references with names, current addresses, telephone numbers and email addresses