**Primary Responsibility:** Manage all events for the Office of Catholic Educational Advancement

**Direct Supervisor:** Executive Director of Inner-City Scholarship Fund

**Responsibilities:**

* Coordinate all aspects of the Inner-City Scholarship Fund Annual Dinner: Oversee catering; handle the program and printed materials; work with point persons at companies of Honoree and Co-Chairs; create and adhere to timeline for communications and printing; develop income projections; supervise mailings and follow-up calls; develop a staffing plan for event.
* Coordinate all aspects of the Inner-City Scholarship Fund FRIENDS Gala: Work with Gala committee in selecting a site and chairperson(s); coordinate program; handle on-site catering; create a budget; develop income projections; develop printed materials and supervise mailings and follow-up calls; develop a staffing plan for the event.
* Coordinate all aspects of Inner-City Scholarship Fund’s Lawyers Committee Annual St. Thomas More Award Luncheon: work with the committee in selecting a site and honoree(s); coordinate program; create a budget; develop income projections; develop printed materials; supervise mailings and follow-up calls; develop a staffing plan for the event.
* Work with all program professionals and volunteer groups to plan, coordinate and manage each of their major fundraising and cultivation events including cocktail parties, breakfasts, luncheons, receptions, and others.
* Collaborate with the development team on all endowment and sponsor-driven events.
* Provide oversight and direction for the Manager of Special Events
* Special projects as needed

**Performance Standards:**

* Execute each event flawlessly and on time
* Achieve maximum participation in all events and activities by effectively leading volunteer groups
* Achieve fundraising goals
* Maintain good communication with Trustees and volunteers

**Position Requirements:**

* Education: Bachelor's degree required
* Experience: A minimum of five years of event experience (preferably nonprofit)
* Track record of working with volunteers
* Excellent computer skills
* Knowledge of executive office protocol and the ability to respect confidential information
* Knowledge of Raiser’s Edge a plus

**Personal Characteristics:**

* Excellent communication skills
* Strong knowledge of Windows, MS Word and Excel, Raiser's Edge, and PowerPoint
* Intelligent, articulate, and highly motivated self-starter with strong interpersonal and communication skills
* Ability to relate effectively with upper management, peers, and others
* Ability to carry out multiple and diverse tasks concurrently
* Initiative to constantly seek ways to improve department results