

**THE ARCHDIOCESE OF NEW YORK
OFFICE OF CATHOLIC EDUCATIONAL ADVANCEMENT**

Associate Director of Special Events

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

Compensation Range:

\$90,000-\$100,000