



THE OAKRIDGE SCHOOL

POSITION: Development Events Coordinator (Full Time – 12 months)

REPORTS TO: Director of Development

OBJECTIVES OF THE POSITION:

The Development Events Coordinator is responsible for assisting with directing and managing Development Department special events while engaging and stewarding volunteers. In addition, he/she assists with managing and maintaining software systems used in the Development Department (Ex: Greater Giving software program used for special events and Senior Systems used for donor database).

This position requires superior organizational and interpersonal skills, self-motivation, the ability to multi-task in a highly active work environment, flexibility in work schedule to include some evenings and weekends and discretion.

RESPONSIBILITIES:

- Assist with coordinating, planning and overseeing all special events and projects for the Development office (and school wide events if necessary). Events include, but are not limited to:
 - Family Picnic
 - New Parent Dinner
 - Annual Fund Campaign
 - Grandparents' Day
 - Super Supper & Auction
 - Evening of Excellence
 - Graduation
 - The Owl Club Golf Classic
- Assist with the management of the special event database (Greater Giving Software) as it relates to Development Projects and Events. This will include:
 - Design and develop special event websites
 - Create online forms for sponsorships, registrations, donations, etc.
 - Process event registration via online and mail
 - Data entry of event related information (registrations, auction donations, etc.)
- Assist with management of the Development Department portions of the school website (Final Site software) developing any necessary forms for online giving, e-commerce, and special event registration on the website.
- Assist with maintaining and updating the donor database (Senior Systems).
- Work with the Director of Communications to manage email marketing campaign and email communications for Development events and projects (which also include Parents' Club and Owl Club).
- Assist in the preparation of mailings and/or donor lists needed for publications for all Development events and programs, as well as school-wide programs.

- Protect donor confidentiality.
- Establish and build positive relationships with a wide range of Oakridge constituents that serve as volunteers for the events.
- Guide and lead volunteers in implementation of events.
- Work in collaboration with Director of Development to identify and solicit prospects for sponsorships, auction donations and in-kind gifts.
- Work in collaboration with Director of Development on developing and implementing stewardship strategies that strengthen long-term relationships for the School.
- Help plan, manage and execute large meetings and events that advance donor involvement, cultivation and stewardship for gifts.
- Support the School's leadership in upholding the School's mission and vision.
- Attend and assist in all Department events and some School activities.
- Other duties as deemed necessary by the Head of School.