

POSITION: Events Coordinator and Parent's Association Liaison

DATE: April 12, 2021

DEPARTMENT: Advancement

REPORTS TO: Director of Advancement

Salary Range: \$55,000-\$62,500

POSITION SUMMARY:

Responsible for the successful, planning, implementation, management and supervision of all fundraising and community building events and supports all donor relations activities. The Events Coordinator and Parent's Association Liaison facilitates and coordinates the efforts of parent volunteers, working to develop the potential of all volunteers, students and staff, while displaying a positive ability to work harmoniously with others. Team approach to Advancement effort, with an occasional all-hands-on-deck commitment to a variety of boys' school-specific activities is imperative.

Our Regis Community Founded in 1991, The Regis School of the Sacred Heart is an independent, Catholic school for boys in grades 3 PreKindergarten through Eighth grade. Regis holds membership with the Network of Sacred Heart Schools, and is accredited through the Independent Schools Association of the Southwest and the Texas Catholic Conference Education Department.

As a Sacred Heart School our mission is rooted in The Five Goals of Sacred Heart Education:

- Goal One: A Personal and Active Faith in God
- Goal Two: A Deep Respect for Intellectual Values
- Goal Three: A Social Awareness that Impels to Action
- Goal Four: The Building of Community as a Christian Value
- Goal Five: Personal Growth in an Atmosphere of Wise Freedom

DUTIES AND RESPONSIBILITIES:

1. Working closely with the Director of Advancement, coordinate and manage the school's major fundraising event, the annual dinner & auction, which supports the enhancement of students at Regis. Oversees volunteer recruitment and management, timelines, budgets, logistics, stewardship, recognition and underwriting and auction item solicitations.
2. Serve as liaison between the auction chairperson(s), committee chairpersons and the school administration regarding oversight of all aspects of the event.

3. Serve as liaison between the Parent Association board and the school administration regarding oversight of the Parent Association activities and community building events.
4. Meet and consult with the Parent Association president and board on a regular basis.
5. Oversee the Parent Association committee chairpersons in maintaining complete records including financial accounting, committee meeting minutes, volunteer lists, stewardship and recognition.
6. Manage community building events including Donuts with Dad, PA back-to-school coffee, International Day, Bowling Knights, 7th & 8th Grade Dance, Go Texan Day, Family Fun Knights, Graduation, Liturgies, Gouter and Receptions.
7. Maintain financial controls by approving all deposits and expenditures related to Parents Association, Auction, and all other community building and fundraising events.
8. Coordinate and manage Grandparents Day and related activities with grandparents.
9. Submit information on upcoming school events and programs to the Facilities Department.
10. Generate work orders/calendar requests for set up of events, activities, meetings and programs.
11. Submit information on upcoming school events and programs to the appropriate resources for publicity and registration well in advance.
12. Submit post-event publicity to the appropriate resources.
13. Provide event status reports proactively and as requested by the Director of Advancement.
14. Assist in effective interface with all volunteers, displaying courtesy and helpfulness as part of representing the school.
15. Maintains records relative to events.
16. Ensure that donors and volunteers feel valued and supported when requesting information and assistance.
17. Attend appropriate meetings as requested by the Director of Advancement and Head of School.
18. Safeguard the confidentiality of donor information at all times.
19. Support and implement the philosophy and mission of Sacred Heart education and The Regis School.
20. Serve as a positive Christian role model for students and the school community
21. Actively participate in nurturing spiritual growth within the community, particularly modeling the five Sacred Heart *Goals and Criteria*.
22. Maintain professional standards, adhere to a professional code of ethical conduct and attend continuing education workshops seminars.

23. Maintain confidentiality thus respecting the rights of students, parents, donors, peers, and the school community.
24. Maintain a professional attitude, appearance and manner which strengthens respect for The Regis School.
25. Demonstrate positive interpersonal skills in working with students, parents, peers and the larger community.
26. Accept willingly any reasonable special assignment and be receptive to making suggestions for improvements that reflect initiative and creativity.

QUALIFICATION, EDUCATION AND EXPERIENCE:

1. Minimum of three years special events experience. Experience with Bidpal, Microsoft Office and donor database systems strongly preferred.
2. Must have a focused attention to detail and demonstrated follow through.
3. Excellent written and verbal communication skills. Demonstrated business writing proficiency, including grammar, punctuation, and editing. Ability to convey complex information in a concise and clear written manner.
4. Must adhere to the Association of Fundraising Professionals Code of Ethical Principles and Standards of Professional Practice.
5. Can demonstrate excellent organizational skills, multi-tasking and effective use of time. Also able to handle and complete multiple tasks or projects with multiple deadlines.
6. Ability to deal professionally, courteously and efficiently with the public and all levels of the school.
7. Can demonstrate effective customer relations skills working with diverse populations, often in stressful, fast paced environments.

HOW TO APPLY: Interested candidates must complete the online application: <https://events.veracross.com/theregisschool/17-employment-application>, and submit a letter of interest, current resume and three references to Mrs. Tara Wuthrich, Director of Advancement. Please send materials via email to: twuthrich@theregisschool.org.

We thank all applicants for their interest; however, only those candidates identified for further consideration will be contacted. No phone calls, please. Regis seeks to attract qualified individuals of diverse backgrounds to its faculty and staff. The school is committed to providing equal opportunity in all of its employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, religion, physical or mental disability, or any other status protected by applicable law. April 12, 2021
