St. Francis
EPISCOPAL SCHOOL

Position Title:	Events and Volunteer Engagement Associate
FLSA Classification:	Non- Exempt
Reports to:	Director of Special Events and Parent Groups
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	Full Year

Description

The Events and Volunteer Engagement Associate is a member of the Advancement team and reports to the Director of Special Events and Parent Groups. This position's primary responsibility is to coordinate and execute fundraising and parent organization events and activities.

Essential Functions and Tasks

- In collaboration with the Director of Special Events & Parent Groups, assists in the coordination and implementation of all parent group events, meetings, and training under the St. Francis Parent Organization (SFPO), including associated parent group verticals such as Booster and Friends of Fine Arts (Fofa)
- Review and maintain oversight of the SFPO's policies, job descriptions, procedures, and related governance documents to ensure they remain current, aligned with organizational priorities, and consistently applied.
- Participates in the annual budget planning and review process for SFPO, Booster, and FOFA in coordination with Advancement and the Business Office. Maintains working budgets throughout the year, tracking approved activities, anticipated expenses, natural revenue streams, commitments, and actual expenses. Flags variances, unplanned expenses, new events, or new revenue initiatives for review and approval before commitments are made.
- Proactively identify recurring themes, operational gaps, and emerging organizational needs and develop recommendations for new or revised policies and procedures.
- Draft and propose policy updates and new policies for leadership consideration, ensuring that recommendations are practical, well-documented, and aligned with organizational requirements.
- Conduct quarterly reviews of applicable policies and related organizational practices to assess adherence, identify gaps or exceptions, and recommend corrective actions as needed.
- Ensure that all policies undergo a mandatory annual review and update, including a documented final review and approval prior to the beginning of each new policy year.
- Maintain an organized schedule for policy reviews and updates, revision documentation, and records of final approvals to support accountability and organizational compliance.

- Maintains the SFPO's presence on the school's website.
- Prepares appropriately detailed event briefings for key leadership and volunteers, including pertinent event information, logistics, contacts, and on occasion, prospect information.
- Assists with coordination of the school calendar, facility set-ups, and catering needs, etc. for SFPO functions and fundraising events.
- Works with Marketing & Communication to plan and implement marketing materials for SFPO parent programs such as invitations, letters, social media, and other promotional materials.
- In collaboration with the Director of Special Events & Parent Groups assists as needed in the department's fundraising events and initiatives, including required scheduling, reservations, communication, ordering, and logistics for the following events: Gala (bi-annual), golf tournament (bi-annual), Festival (annual), Woolrich Luncheon (annual), Grandparents Day(s) and other events and projects as assigned.
- In collaboration with the Director of Special Events & Parent Groups, assists in maintaining functionality of the website for the school's event platform, Greater Giving.
- Works with Division Heads and Administrative Personnel on coordination of event-related purchases or experiences (i.e. Head of School for a day, free dress passes, ball boy/girl at athletic events, festival t-shirts and punch cards).
- Implements timely and ongoing personal/written/phone contact with volunteers and/or donors who attend events, including thank you letters. Updates constituent records in the database accordingly.
- Demonstrates strong ability to prepare proposals, reports, and correspondence as necessary.
- Submits expenses and invoices in a timely manner and properly completed.
- Demonstrates professionalism, discretion, and sound judgment when handling confidential information.
- Interacts with parents and visitors in a professional manner.
- Demonstrates knowledge of, or willingness to learn, the School's data management systems, including Veracross and the department's event management software, Greater Giving.
- Demonstrates a willingness to work as part of a team by being service-oriented, flexible, and reliable when helping co-workers accomplish their jobs/tasks at hand.
- Actively participates in the life of the school, where appropriate and relevant to the priorities of the Admissions, Development, and Marketing departments.
- Performs other duties as assigned by the Head of School and/or supervisor.
- Adheres to school policies across all areas of school operations.
- Adheres to the Employee and School Handbooks.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Be assessed through the Professional Growth and Evaluation Program.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.

- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's Degree required.
- 3 to 5 years of experience working in a parent organization for an independent school is preferred.
- Impeccable attention to detail and exemplary organizational skills, with a demonstrated ability to manage multiple tasks and complete deadlines.
- Comfortable working autonomously with minimal supervision.
- Excellent written and verbal communication skills; able to convey information clearly and professionally, using tailored approaches to appeal to different audiences.
- Proficient in Microsoft Suite and/or comparable Google Drive products.

Physical Requirements and Work Environment

- Occasionally required to work evenings and/or weekends.
- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a fast-paced environment, dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, and reach.