



## **POSITION DESCRIPTION: DIRECTOR OF SPECIAL EVENTS**

**Available July 1, 2021**

### **The Position**

St. Patrick's Episcopal Day School is seeking a Director of Special Events to begin July 1, 2021. The Director of Special Events serves as an administrative staff member in the Development Office, coordinating a range of Day School special events including the annual Fund-A-Scholar IDEALS Program. This position reports to the Assistant Head of School for Development. We are seeking an individual who is experienced in planning, supporting, and implementing development and fundraising events; familiar with fundraising/relational databases (Raiser's Edge preferred); able to input, access, and present information in support of our fundraising efforts; and adept at effectively carrying out multiple tasks in an energetic and dynamic environment. This full-time position offers a competitive salary and benefits package. The candidate should expect to work occasional evenings and weekends.

### **The Day School**

St. Patrick's Episcopal Day School, located in the Palisades section of northwest Washington, D.C., is a parish day school enrolling approximately 485 students on two campuses. The Day School program begins at the three-year-old Nursery level and continues through Grade 8. St. Patrick's students, whose families live throughout the Washington, D.C. metropolitan area, go on to a variety of fine schools—including local independent day schools, boarding schools largely in the Mid-Atlantic and New England and, less frequently, public schools—upon graduation.

Since its founding in 1956, St. Patrick's has grown and changed significantly, opening as a nursery school for parish families, expanding through the elementary grades beginning in 1967, and adding Grades 7 and 8 in 2001 and 2002. Grades 6, 7, and 8 occupy the Middle School campus at 4590 MacArthur Boulevard NW, which opened in 2017, while students in Nursery to Grade 5 occupy the main campus about a half-mile away at 4700 Whitehaven Parkway NW.

Now a thriving Nursery School to Grade 8 program, St. Patrick's continues its tradition of providing a vibrant, challenging, coeducational school environment in which a diverse community of students can grow as healthy intellectual, social and emotional, and moral and spiritual beings. Please see the Day School website at [www.stpatsdc.org](http://www.stpatsdc.org).

### **The Development Office**

The Development Office is responsible for the Day School's fundraising and volunteer activities. Working closely with the Board of Trustees, parents, and other constituent groups, the Development Office engages in fundraising activities to help meet the operating, capital, and endowment needs of the school. In all of its programs and activities, the Development Office strives to achieve a proper balance among school needs, volunteer initiative, and donor participation.

The Development Office team is comprised of four full-time employees—the Assistant Head of School for Development, the Director of the Annual Fund, the Director of Alumni & Parent

Programs, and the Director of Special Events. The Development & Communication Associate shares time in support of both of those administrative functions.

**Primary Responsibilities: Fund-A-Scholar IDEALS Program**

The Director of Special Events has responsibilities that include, but are not limited to, planning and implementing the Fund-A-Scholar IDEALS Program, Family Fun Day, and Green & White Night.

Planning, implementing, and providing full supervision of the Fund-A-Scholar IDEALS Program include:

- Planning and implementing the Kickoff Wine Party, Patron Party, and Parents of Alumni Fund-A-Scholar Party.
- Recruiting, training, collaborating with, and recognizing IDEALS Co-Chairs, committee chairs, and volunteers.
- Supporting IDEALS Co-Chairs, guiding formation of IDEALS committees, and supporting all committees.
- Providing Assistant Head of School for Development with relevant information for Board of Trustees reports.
- Coordinating with Marketing Committee to produce all communication collateral and manage public relations for IDEALS, including promotion of Fund-A-Scholar.
- Overseeing all IDEALS cultivation and stewardship events (Kickoff Wine Party, Patron Party, Parents of Alumni Fund-A-Scholar Party).
- Overseeing all electronic invitations, slide shows, etc.
- Managing all IDEALS follow-up, including acknowledgements, stewardship, distribution of prizes, and billing and collection.
- Managing IDEALS budget.

**Primary Responsibilities: Family Fun Day, Green & White Night, Others**

Planning, marketing, and implementing Family Fun Day include, but are not limited to:

- Supporting Co-Chairs and guiding formation of and supporting Family Fun Day Committee.
- Providing relevant reporting to Parents Association.
- Overseeing and supervising Family Fun Day.

Other responsibilities include, but are not limited to:

- Planning, marketing, and implementing Green & White Night.
- Assisting Director of Alumni & Parent Programs with recruitment of Room Parents.
- Maintaining ongoing list of all volunteers, by event.
- Contributing to a professional office environment and working as a team player.
- Performing other duties as assigned by Assistant Head of School for Development and Head of School.

### **Requisite Skills**

A successful candidate for the position of Director of Special Events will have the following characteristics:

- Attainment of at least a bachelor's degree.
- Three to five years of experience in the field of development and fundraising events, particularly auctions and galas.
- Strong interpersonal skills in order to work directly with, delegate to, and motivate volunteers.
- A strong work ethic, self-initiative, and ability to work independently.
- Excellent written and verbal communication skills.
- Strong time-management, organizational, and listening skills.
- Excellent customer-service skills, including phone manners and personal and timely follow-up.
- Excellent computer skills, including facility with IDEALS database OneCause, Word, mail-merges, Excel, and PowerPoint. Raiser's Edge, Canva, and InDesign skills beneficial.
- Successful completion of the required background check.

Employment guidelines and staff responsibilities shall be in accord with policies set by the Board of Trustees and contained in the Faculty and Staff Handbook. Review of performance by the Assistant Head of School for Development shall be based on successful fulfillment of duties and responsibilities and evidence of spirit of cooperative contribution to the common goals of the Day School.

### **Contact**

An individual interested in seeking this position should email a resume and letter outlining one's personal and professional preparation to Suzanne Burrows, Assistant Head of School for Development, at [BurrowsS@stpatsdc.org](mailto:BurrowsS@stpatsdc.org). Included in those materials should be the contact information for at least three references from individuals who know the candidate's professional accomplishments and character well.

### ***Mission Statement***

*St. Patrick's Episcopal Day School strives to create a diverse and inclusive learning community of students, faculty and staff, and parents who recognize the infinite value of every individual as a child of God. We are committed to developing character, advancing human understanding, and promoting academic excellence to shape engaged citizens who live with integrity, empathy, and purpose.*