



Director of Auction and Events

Position Title:	Director of Auction and Events
Department:	Office of Advancement
Reporting Relationship:	Executive Director of Development
FLSA Status:	Exempt

POSITION SUMMARY:

The Director of Auction and Events supports staff, programs and activities that advance the mission of the school, with a focus on Gala & PACE Auction, special events and volunteer liaison. This full-time position provides strong administrative support with minimal supervision. The Director of Auction and Events reports to the Executive Director of Development. The ideal candidate must demonstrate a high degree of energy and enthusiasm for his/her role at JHS.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The Director of Auction and Events is responsible for planning and executing all events hosted by the Office of the President and the Office of Advancement, including the annual PACE Gala and Auction plus collaborates with administration, faculty, staff, volunteer groups and alumni for fundraising and other cultivation events. Specific responsibilities include but are not limited to:

- Project manager for PACE Gala and Auction, which includes fundraising, securing donations, theme, Auction events, invitation design, organizing committees and building relationships for awareness of the event in the community.
- Oversees the gift data-entry process and Auction catalog utilizing the auction software program.
- Manages the Auction database in partnership with the volunteers and staff.
- Organizes mailings for events.
- Creates timelines for all Office of Advancement events.
- Inventories and maintains supplies used for events.
- Works in close partnership with Volunteer leadership including Loyola Guild & Boosters Club.
- Completes other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required
- Minimum of two years event coordination

- Excellent creativity, planning and organizational skills, and attention to detail. Ability to multitask and manage multiple events simultaneously
- Excellent interpersonal, communication and presentation skills
- Excellent customer care skills; the ability to work with donors, and develop and supervise volunteers
- Strong computer skills: Microsoft Office, including Excel and PowerPoint
- Self-starter, ability to work without direct supervision; High degree of energy and enthusiasm
- Flexibility with work schedule; availability to work evenings and weekends as required, with some overnight travel
- Ability to work with sensitive information, and maintain complete confidentiality
- Ability to develop and supervise volunteers, and delegate when necessary
- Values consistent with the mission of Jesuit, Catholic education

ADDITIONAL PREFERRED QUALIFICATIONS:

- College degree
- Computer Skills: Blackbaud Raiser's Edge, Auction software, Web & In-Design
- Previous experience in event planning or a related field, or experience at a Jesuit school

PHYSICAL REQUIREMENTS:

- Sit for prolonged periods of time
- View computer screen for extended periods
- Occasional lifting of boxes up to 30+ lbs.
- Assist in event set-up (arranging tables and chairs, etc.)

WORK ENVIRONMENT:

- Normal business office environment
- Work extended hours, including evenings and weekends, during events

HOW TO APPLY:

Please submit a job application, cover letter, resume and letters of recommendation electronically to: Beth Tegge, Director of Human Resources at beth.tegge@jesuithighschool.org.

Application forms can be found at: www.jesuithighschool.org/jobs

Deadline for applications is August 6, 2018.