



Job Title: Event and Fundraising Coordinator

September 2024

Location: St. Francis of Assisi Catholic School Yorba Linda

Department: Administration

Reports To: Principal

Job Type: Full-Time

The Event and Fundraising Coordinator at St. Francis of Assisi Catholic School is responsible for working with parent volunteers and staff planning, organizing, and executing fundraising events that align with the organization's mission and financial goals. This role requires a dynamic individual with a passion for Catholic education, strong leadership, project management, and interpersonal skills to drive successful events that generate significant revenue.

Key Responsibilities

- **Event Planning & Management:** Lead parent volunteers in the end-to-end planning and execution of fundraising events, including but not limited to Fall Fundraiser, Fall Fest, Golf Tournament, Auction Gala, community events, and other school community activities. Develop event concepts, manage logistics, and coordinate with vendors and venues. Ensure each event is executed smoothly and aligns with the school's mission and values.
- **Budgeting & Financial Oversight:** Manage event budgets to ensure financial goals are met. Track expenses and revenues, negotiate contracts and seek cost-effective solutions while maintaining high event standards.
- **Team Leadership:** Build and lead committees of parent volunteers providing guidance and support, keeping tasks, and ensuring timely completion of event-related activities.
- **Donor & Community Engagement:** Cultivate and manage relationships with St. Francis of Assisi Families, potential sponsors, and community partners. Develop

sponsorship packages, secure contributions, and recognize supporters through appropriate channels.

- **Marketing & Promotion:** Design marketing materials to promote events and fundraisers through social media and school newsletters to maximize attendance and engagement.
- **Compliance & Risk Management:** Ensure events adhere to school policies, diocesan guidelines, and relevant laws. Identify and mitigate potential risks associated with event planning and execution.
- **Reporting & Evaluation:** Evaluate the success of fundraising events and provide detailed reports on outcomes, including financial results and participant feedback. Recommend improvements for future events.

Qualifications

- **Education:** Bachelor's degree in business, nonprofit management, event planning, marketing, or a related field. Advanced degrees or certifications in fundraising or event management are a plus.
- **Experience:** Minimum of 3 years of experience in fundraising, event planning, or related fields, preferably in an educational or nonprofit setting.
- **Skills:**
 - Strong organizational and project management abilities.
 - Excellent leadership, communication, and interpersonal skills.
 - Proficiency in event management and marketing design software.
 - Ability to work under pressure and manage multiple projects simultaneously.
- **Attributes:**
 - Creative problem solver with a keen eye for detail.
 - Passionate about Catholic education and supporting our mission.
 - Flexible and adaptable to changing priorities and deadlines.

Additional Information

- **Work Environment:** Office-based with occasional evening and weekend work required for event execution.
- **Travel Requirements:** Minimal travel required; primarily within the local community.
- **Salary:** \$55,000-70,000 commensurate with experience
- **Benefits:** yes