



PERIMETER SCHOOL

FUNDRAISING EVENT MANAGER

Job Description

DEPARTMENT: Perimeter School
REPORTS TO: Director of Development
DIRECT REPORTS: none
POSITION TYPE: Independent Contractor

PURPOSE: The purpose of this position is to work with the Director of Development in planning and executing the biannual Perimeter School Benefit.

RESPONSIBILITIES (including but not limited to):

- A. Aid in vision for the event (including location, theme, price, goal amount, etc.)
- B. Develop timeline, action steps, and budget for event and manage expenses
- C. Aid in research and securing of auction management system (online bidding)
- D. Aid in identifying benefit coordinators to lead key initiatives
- E. Organize and coordinate all volunteer efforts, rallying Volunteer Coordinators, Benefit Reps, and Special Events Reps to understand their specific roles and expectations for the event
- F. Mobilize and manage all donations, including data entry and photography into auction management system in a timely manner that reflects Perimeter School branding/grammar
- G. Seek both organic and organized ways to inspire Perimeter School parents to be invested in the school's purpose and vision through the Benefit
- H. Communicate vision for the event and top fundraising initiatives with all volunteers and potential donors
- I. Support relationships with corporate sponsors
- J. Collaborate on content for communications regarding the Benefit
- K. Execute the actual benefit event, including identifying and securing the venue, theme, catering, entertainment, creating and abiding by wise budget, managing volunteer team, etc.
- L. Address and mobilize appropriate areas for specific timing:
 - March – July: *WHY/WHAT Phase – Why are we doing this event? What are we doing?*
 - August - event: *HOW Phase - How are we going to pull this all together?*

COMPETENCIES:

- Possesses spiritual maturity and discernment
- Exhibits an engaging, relational, and winsome demeanor
- Understands the culture of Perimeter School and the value of covenant education and has a heart for the purpose, vision, and mission of the school and its families
- Can rally others to get behind event and vision
- Demonstrates a customer service focus
- Able to multi-task and is persistent, flexible, and results oriented
- Works well both individually and as a team member, being able to collaborate or take charge of tasks

REQUIREMENTS/EXPERIENCE:

- Member of Perimeter Church preferred
- Bachelor's degree preferred
- Experience in Perimeter School and/or Perimeter Church
- Experience in running events and/or fundraising

Employee Signature

Date

Supervisor Signature

Date

Human Resource Signature

Date