

**Position Title:** Director of Special Events and Parent Groups  
**Date Modified:** April 2026  
**FLSA Classification:** Exempt  
**Reports to:** Head of Institutional Advancement

**Position Purpose:** Responsible for building and sustaining positive relationships with volunteers within a strategic framework designed to support the school and to execute all fundraising special events on behalf of the Advancement Department in order to achieve the fundraising goals of the organization.

**Work Hours:** 7:30 a.m. – 4:00 p.m.

**Work Calendar:** Full Year

Applications may be submitted [HERE](#)

### **Description**

The Director of Special Events and Parent Groups reports directly to the Head of Advancement. This position's primary goal is to ensure that all projects, events, and initiatives advance the school's mission and support the development department's cultivation, solicitation, and stewardship goals, while fostering positive relationships within the broader parent community.

### **Essential Functions and Tasks**

- Works closely with Head of Advancement to ensure that all events advance the mission of the school and support the cultivation, solicitation, and stewardship goals. Document and evaluate ways to improve upon fundraising events hosted or supported by St. Francis.
- Works with the Head of Advancement to determine the appropriate leadership and volunteer structure of parent groups and event committees, secures necessary and sufficient volunteer support, and effectively manages all events and functions of the St. Francis Parents Organization (SFPO).
- Directly manages the Events and Parent Groups Associate, effectively managing and aligning the role to support the overall goals of the Advancement Department.
- Oversees all department fundraising events and initiatives, including: Gala (bi-annual), golf tournament (bi-annual), Festival (annual), Woolrich Luncheon (annual), Grandparents Day(s), and other events and projects as assigned with the assistance of the Events & Parent Group Associate.
- Provides strategic oversight and retains ultimate responsibility for the St. Francis Parents Organization through the supervision of the Events & Parents Group Associate who serves as the day-to-day contact for the SFPO. Oversees all associated revenue streams including: Scrapbook Sales, Uniform Resale, Poinsettia Sales, Concessions, Booster and FOFA

Merchandise Sales, and School Supply Sales. Manages the collection, allocation, and distribution of Employee Appreciation Gift Fund.

- Assures that every Development fundraising project, event, and initiative has defined (external/internal) costs and articulated deliverables, including appropriate timelines and fundraising expectations.
- Plans, develops, and coordinates goals, prospect engagement, and gift strategies with Head of Advancement and key school leadership by regularly identifying gift prospects from event attendance, committee members, co-chairs, and honorees. Works closely with the Head of Advancement and volunteer chairs to identify and secure underwriting and vendor reports, and as such will serve as a solicitor for all event-based fundraising.
- Oversees event-website design, layout, and functionality for the school's event platform, Greater Giving.
- Oversees SFPO's presence on the school's website.
- In collaboration with the Marketing & Communication Department, develops appropriate marketing strategies for events and identifies opportunities to highlight fundraising events and volunteer opportunities through school-wide communication channels.
- Manages the workflow of volunteers, including scheduling and coordinating special projects for Development and maximizing efficiency across communication channels with the full scope of fundraising priorities in mind.
- Evaluates fundraising events and SFPO programs on a yearly basis and identifies areas to maximize return and engage and steward volunteers and donors in a meaningful way.
- Works with the Director of Development Operations to create thoughtful and timely gift acknowledgments that provide necessary charitable deduction information, including required Fair Market Value calculations, when necessary. Ensures data related to event prospects, sponsors, and donors is accurate, recorded, and tracked in Veracross, preserving in hard copy form as needed.
- Assists in the preparation of the operating budget for the Advancement Department. Monitors and reports deviations of budgets, expenditures, and timelines as it relates to special events and parent group initiatives.
- Ensures that all events comply with board policies, school fundraising policies, internal timelines, and industry best practice cost ratios. Assists in assuring that volunteers are familiar with and adhere to school policies in all areas of the school's operation.
- Demonstrates professionalism, discretion, and sound judgment when handling confidential information. Maintains the highest degree of integrity with regard to confidential or sensitive personal information.
- Demonstrates the ability to work well with people at all levels of the organization, warmly developing relationships while simultaneously employing keen judgment. Communicates effectively with all constituents in the school environment.
- Demonstrates knowledge of, or willingness to learn, the school's data management systems, including Veracross and the department's event management software, Greater Giving.
- Assists in maintaining congruence between the school's board-approved mission statement, the long-range and strategic financial plan, and all activities of the advancement department.

- Is a highly collaborative team player, assisting co-workers, divisions, and departments as necessary.
- Actively participates in the life of the school, where appropriate and relevant to the priorities of the Admissions, Development, and Marketing departments.
- Supports and adheres to the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's policies and procedures for each department.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence, and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Completes various tasks related to the employee's yearly goals and the school's long-range and strategic financial plan.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion
- Other duties as assigned by the Head of School and/or the direct supervisor.
- 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.
- A minimum of five years of event-related experience required, preferably in a non-profit setting.
- Two years of volunteer management experience, strongly preferred.
- Budget management experience required.
- Proven skills in planning, implementation, and follow-through with the ability to articulate the School's vision and to execute a plan capable of sustaining that vision
- Impeccable attention to detail, exemplary organizational skills, and a strong ability to maintain confidentiality.
- Excellent written and verbal communication skills; able to convey information clearly and professionally.

### **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.

Compensation: Starting at \$65,000

Applications may be submitted [HERE](#)