

**MOUNT MERCY ACADEMY
JOB DESCRIPTION**

Job Title: Special Events and Communication Coordinator
Department: Institutional Advancement
Reports to: Director of Institutional Advancement

Job Summary:

The Special Events/Communication Coordinator is responsible for the coordination and implementation of the Academy's major special event fundraisers.

The Coordinator must be committed to the Academy's mission and goals, communicate effectively, work as a team player and represent the IA and Marketing areas within the school community and the community at large as requested by the director.

Essential Functions, Duties and Responsibilities: The following statement reflects the duties considered necessary to describe the essential functions of the position as identified and shall not be considered as a detailed description to all of the work requirements that may be inherent in this position.

Special Event Duties

- Project manages the McAuley Gala and works with IA team to execute all aspects of the gala. Plan and execute gift gathering parties, secure donations including live auction packages, catalog preparation, database management, track expenses and deposits, track RSVPs, work with vendors, design invitations, manage volunteers, and assist the IA Director, chairs and committee members with sponsorship.
- Plan, coordinate and execute the designated special event activity.
- Work with the Alumnae Relations Coordinator with the planning and execution of Mercy Honors.

Data Base Duties

- Maintains Event Database: enters gifts, enters data, runs reports, prepares data for catalog, all mailings, and thank you letters.

Administrative Assistant Duties

- Works with IA and marketing team to coordinates mailings.
- Prepares, coordinates and attends all event committee meetings.
- Works in conjunction with the Manager of Marketing and Communications on the MMA website, Facebook, Press Releases, and print materials specifically regarding the needs of the IA department.
- Prepares and mails thank you letters to donors.

Additional job responsibilities:

- Steward existing and build new relationships with Alumnae, Staff, Faculty, Board of Trustees, Parents, Students, community partners, vendors, etc.
- Supervise work study students and volunteer program related to special events.
- Contributing writer/editor to Horizons Newsletter.
- Assist with the development and implementation of the Development Plan in conjunction with strategic planning goals.
- Member of the IA Team.
- Attend Staff and other meetings at the request of IA Director and/or President.

EDUCATION Preferred:

Bachelor's degree in communications, marketing, public relations or related field

EXPERIENCE Preferred:

At least three years experience in fundraising, special events and/or marketing and public relations. Windows and Excel experience, experience with gift processing database, experience with InDesign software, organized self-starter.

SPECIAL REQUIREMENTS NEEDED FOR POSITION:

Strong Computer and Communication Skills. Ability to work flexible hours with nights and weekends availability. Highly motivated individual.

MENTAL DEMANDS OF THE POSITION:

Must be able to handle multiple deadlines and prioritize.

CONTACTS:

Staff, faculty, alumnae, students, parents, outside vendors, donors, Board of Trustees, Alumnae Board, McAuley Gala committee, Special Events Committee.

WORKING CONDITIONS:

Normal Office Conditions. Must be able to work nights and weekend hours as required by the position.

PHYSICAL DEMANDS:

Position requires occasional lifting of 20+ lbs for each gift gathering and event set-up and take-down.

Please send Cover Letter and Resume to:

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