

School Sisters of St. Francis Job Description

Job Title: **Event & Office Administrator – FULL TIME**

SUMMARY

Responsible for overall support of department functions and staff members as it relates to major gifts, annual giving, event planning and office management. This position plays an integral role in helping the department run smoothly and efficiently in an effort to meet its annual goals.

BASIC EXPECTATIONS

- Work independently
- Good interpersonal skills
- Fosters a positive, supportive work environment
- Detail oriented
- Proficient computer skills
- Strong communication skills especially written and telephone-oriented communication
- Ability to multitask
- Available to work some evenings and weekends as needed for events
- Maintain confidentiality

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Administrative:

- Records expenses and facilitates invoice processing for Mission Advancement Office for the Generalate Finance Office.
- Works with Mission Advancement Director in the preparation of the annual budget.
- Initiates donation process by opening, sorting, and delivering Mission Advancement mail.
- Acts as receptionist for the Mission Advancement Office and checks department voice and email, responding, as necessary.
- Monitors all professional memberships and subscriptions.
- Maintain current inventory of office supplies and print materials. Order supplies when needed, upon approval.
- Distribute weekly calendars and coordinate development of monthly project/event calendars of Mission Advancement Office objectives.
- Other duties as needed.

Event Planning:

- Partner with the Director of Mission Advancement to grow and enhance current special events while developing strategies to increase engagement and cultivation of key constituencies.
- Coordinate all the details of events including preparing the event budget and supervising of event.
- Coordinate and monitor event timelines and ensure all deadlines are met.

- Initiate, coordinate and/or participate in all efforts to publicize the event including the editing and designing of promotional materials.
- Coordinate event logistics, including registration and attendee tracking, pre and post-event evaluations.
- Prepare nametags, materials, gift bags, registration lists, seating cards, etc.
- Work closely with the Director of Mission Advancement in the creation and theme of special events.
- Track event finances including check requests, invoicing, and reporting.
- Be the point person for all SSSF Mission Advancement Events.
- Prepare quarterly performance reports that highlight special event activities.
- Collaborating on cross-functional teams as needed.
- Other duties as needed.

EDUCATION and/or EXPERIENCE

College degree preferred. In lieu of a bachelor's degree, relevant experience will be considered.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license.

BENEFITS and COMPENSATION

- Salary range \$45,000 - \$54,000 depending on experience
- Benefits include: Health insurance, dental and vision insurance, 403(b), 401(a) employer match, employer retirement plan, employer provided life and disability insurance
- Partial remote work and/or flexible scheduling considered
- Generous PTO plan

Interested candidates should email a cover letter and resume to Amanda Ferguson, Director of Mission Advancement, at aferguson@sssf.org. Additional information can be found on our website at <https://www.sssf.org/SSSF/Get-Involved/Employment-Opportunities.htm>