



OFFICE OF CATHOLIC EDUCATION

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Director of Special Events and Alumni Engagement

Bishop Shanahan High School
220 Woodbine Road
Downingtown, Pa. 19335

As a key member of the Advancement Team, the Director of Special Events and Alumni Engagement will be responsible for total project management for all events from small scale meetings and social gatherings, to large scale events with significant fundraising objectives. The Director of Special Events and Alumni Engagement will coordinate all aspects of special events to ensure they are well planned and well executed. In addition to event management, this position will help to advance the ongoing stewardship of Bishop Shanahan Alumni.

Special Events

- Works closely with the Director of Advancement and is an active member of the BSHS Development Committee to establish goals and work plans on an annual basis
- Manages and organizes year-round special events, including the Annual Auction, Craft Show, Golf Outings, Alumni Homecoming, and donor stewardship and solicitation events. There are also smaller scale events such as luncheons and meetings
- Monitors and track event data including event expenditures and financial reporting
- Serves as point of contact for all food, beverage, rentals and other vendors
- Participates on committees related to Board sponsored special events
- Recruits, coordinates and manage event volunteers
- Ensures acknowledgment letters are accurate and timely
- Prepares donor listing and event summaries for annual report
- Works closely with staff, faculty, volunteers and students to plan and carry out special events
- Performs other duties as assigned by the Director of Advancement, President and Principal

Alumni Engagement

- Identifies, plans and manages opportunities for Shanahan alumni to connect with each other and the life of the school
- Facilitates all BSHS Alumni Association meetings and events
- Maintains alumni records in Raiser's Edge

Marketing and Promotion

- Collaborates with Marketing and Communications Office for design and delivery of digital and print materials for events

- Creatively explores opportunities to promote Shanahan events through social media and other digital platforms

Qualifications:

- Bachelor's Degree
- 4+ years relevant non-profit experience (fundraising experience preferred)
- Prior experience with database management in a fundraising environment
- Experience with volunteer management
- Expert level Microsoft Office, especially Excel
- Strong writing and interpersonal skills
- Self-motivated, highly dependable, with the ability to work well independently and as part of a team in a fast-paced environment
- Flexible schedule to attend early morning, evening and weekend events

Candidates interested in the position of Director of Special Events and Alumni Engagement should submit their cover letter, resume and salary requirements to Sister Regina Plunkett IHM, President at rplunkett@shanahan.org

The deadline for application is October 28, 2021

Interviews will be granted to the most qualified applicants.

PA required clearances and Safe Environment Certification and official transcripts will be required before employment can begin.

As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment.

Employment practices will not be influenced by an individual's legally protected status or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

The Archdiocese of Philadelphia is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applications without regards to race, color, religion, age, sex, national origin, disability or protected veteran status. If you are unable to use our online application process due to an impairment or disability, please contact the Office of Catholic Education at 215-587-3700.