



PENINSULA CATHOLIC HIGH SCHOOL

Events and Alumni Relations Coordinator

Purpose: The Events and Alumni Relations Coordinator is a key member of the Development Department. This Department is responsible for all of Peninsula Catholic High School's efforts to develop and execute fundraising, marketing/communications (including website and social media), special events, and alumni relations programs and campaigns. This position is responsible for the planning and execution of:

- 1) Event experiences designed to engage donors, friends, and alumni in order to cultivate giving, to thank donors for their support for Peninsula Catholic, as well as to raise awareness, and increase the reputation of the school; and
- 2) The alumni relations program to foster and strengthen the relationship between the school and its alumni.

Supervisor Title: Director of Development and Marketing

Professional Qualifications:

- Bachelor's Degree in a related field or have significant experience in special events and alumni relations.
- Minimum three years of development experience, community or education-based experience.
- Experience in fundraising in an educational environment is preferred.
- Prior success at executing projects in a timely manner and in achieving results on schedule.
- Strong organizational, administrative, interpersonal communication skills, detail and "big picture" oriented.
- Skills in preparing reports.
- Solid writing, editing and presentation ability.
- Professional demeanor, flexible and able to respond to multiple demands.
- Must possess reliable transportation and be approved by insurance carriers to drive a personal vehicle.
- Must be flexible regarding work schedule and location.
- Proficiency with Google Suite, Microsoft Office, and DonorPerfect preferred.

Performance Appraisal: The Director of Development and Marketing will conduct a performance appraisal annually.

Working Conditions: The position is a full time, minimum 40 hours per week, twelve-month position. Some travel and work outside of regular business hours and on weekends will be required, as necessary.

Physical Demands: Light physical effort required. Regularly required to sit for extended periods, stand, walk, reach, bend, lift up to 30 pounds, and perform computer keyboarding.

FLSA Status: Position is non-exempt from overtime and timekeeping provisions of the Fair Labor Standards Act.

Benefits: Benefits are provided as described in *Called To Work in Harmony: Personnel Policies for Lay and Religious Employees* from the Office of Human Resources.

Send cover letter, resumé, and Diocesan application, (which can be found at www.richmonddiocese.org), and references to:

Peninsula Catholic High School
Attn: Principal
600 Harpersville Rd.
Newport News, VA 23601
Principal@peninsulacatholic.org

Application Deadline: January 15, 2023

Our community develops young men and women into spiritually, intellectually, and morally mature citizens, prepared to lead in a global and diverse society, by providing a supportive and disciplined college preparatory environment rooted in the Catholic tradition.

Peninsula Catholic High School, a college preparatory high school in Newport News, serves students of all faith traditions in grades 8-12. Please visit www.peninsulacatholic.org for more information on our dynamic, innovative school.