

Special Events Manager

Job Details

Job Location

The Kinkaid School - HOUSTON, TX

Position Type

Full Time

Description

The salary range is \$70,00 - \$72,000

The Special Events Manager supports the planning and execution of internal and external events for The Kinkaid School's Office of Advancement. Reporting to the Manager of Community Engagement, the Special Events Manager works within the Office of Advancement, which oversees all fundraising projects and community events at Kinkaid, and is the primary point of contact for many groups across the School (including alumni, parents, and parents of alumni). The Special Events Manager is responsible for the internal management of special events, fundraising, and community-building initiatives, including all logistical and tactical aspects in event and project planning and implementation, including budgeting, contract negotiations, and revenue and expense goal strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the planning, coordination, and execution of key fundraising school events, including the Kinkaid Open Golf Tournament (fall), and the Kinkaid Sporting Clays Benefit (spring). Additionally, oversee the Auction and the Alumnae & Friends event, each held once every three years on alternating cycles.
- Coordinate and oversee all end-of-year events and traditions for the senior class, including Graduation
- Plan and execute two bi-annual speaker series
- Work with the Alumni Engagement Manager to coordinate logistics for all alumni events, including those in Houston and other cities, as well as for on-campus activities and Reunion Weekend
- Direct and oversee holiday events for faculty/staff, trustees, and retired faculty
- Plan and execute three annual Giving Society events, along with additional donor appreciation events and other special gatherings as defined throughout the year
- Act as the key contact for assigned events to facilitate planning, communication, and implementation
- Manage vendors relations, negotiate contracts, and evaluate the quality and performance of approved vendors
- Maintain accurate budgeting and reconciliation of all event expenses, timely vendor payments, and internal budget management
- Provide consistent guidance to assigned event chairs, committees, and volunteers who support fundraising events referenced above
- Maintain accurate records of all event roles, invitations, participation, and other data updates using the School's information system (Veracross)
- Support event marketing efforts, including assisting with photos, event recaps, website, and print materials
- Routine evening and weekend work is required, based on the events calendar
- Other duties as assigned

Qualifications

- B.A. or B.S. degree and a minimum of five years of direct experience in event or project management
- Familiarity with the independent school environment is preferred
- Strong verbal and written communication skills, with the ability to communicate with a wide range of stakeholders including parents, students, alumni, and representatives from the business community
- Excellent presentation skills, editing skills, and interpersonal skills with close attention to detail

- Proven ability to think strategically, manage multiple priorities, and work both independently and collaboratively in a fast-paced environment
- Strong problem-solving and organizational skills, with the ability to work under pressure and meet deadlines
- Proficient in Microsoft Word and Excel, with experience using CRM or event management software
- High degree of professionalism and integrity
- Exemplifies Kinkaid's four core values (honesty, respect, responsibility, and kindness) in interactions with all members of the Kinkaid community

Salary commensurate based upon years of direct experience and education

The Kinkaid School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law, The Kinkaid School complies with applicable state and local laws governing nondiscrimination in employment.

Submit all correspondence including your cover letter, resume, and application through The Kinkaid School [application portal](#). Please no emails or phone calls to submit your candidacy or show interest.

<https://www.kinkaid.org/careers>