

**JOB TITLE:** Advancement Associate - Events and Volunteer Coordinator

**REPORTS TO:** Director of Advancement

**DIRECTLY SUPERVISES:** None

**STATUS:** Salary, 40 hours/week, 12 Month Contract

**SALARY RANGE -** \$40,000-\$42,000

**JOB SUMMARY:** The Events and Volunteer Coordinator reports directly to the Director of Advancement. The Events and Volunteer Coordinator's primary goal is to deliver results and to ensure that all projects, events, and initiatives advance the mission of the school and support the cultivation, solicitation, and stewardship goals of the Advancement department. Responsible for the organization, planning, follow through on all School events, recruiting volunteers and coordinating volunteer activities. Work closely with the Director of Advancement to ensure that all events advance the mission of The Briarwood School, and support the cultivation, solicitation, and stewardship goals for The Briarwood School and to document and evaluate ways to improve upon fundraising events hosted or supported by The Briarwood School. This position will play a critical role in partnering with the Director of Advancement and the Head of School.

**DETAILED RESPONSIBILITIES & ACTIVITIES (Including Physical Function):**

- Commitment to Briarwood's mission, purpose, and culture.
- Assures that every Advancement fundraising project, event, and initiative has defined (external/internal) costs and articulated deliverables with the appropriate timelines and fundraising expectations.
- Oversees the logistics and coordination of fundraising events and initiatives, including required scheduling, reservations, communication, ordering, and logistics for the following events: Benefit Gala (annual), Raffle Round-up (annual), Homecoming (annual) and other events and projects as assigned.
- Works closely with the Director of Advancement and volunteer chairs to identify and secure underwriting and vendor reports and as such will serve as the primary solicitor for all event-based fundraising.
- Serves as event consultant to all school-wide events and maintains a current list of approved vendors for use at events and a detailed event checklist to empower other departments to execute their event according to Briarwood standards.
- Works with Business Office for vendor approval.
- Works closely with the Executive Assistant to the Head of School for all events hosted by the Head of School. While the Executive Assistant will serve as the lead of all Head of School events, this position will be consulting on planning.
- Assures that all projects, events, and initiatives conform to best practices, are accurate, and deadlines are met.
- Manages the workflow of volunteers, including scheduling and coordinating special projects for advancement and maximizing efficiency across communication channels with the full scope of fundraising priorities in mind.
- Evaluate events on a yearly basis looking for areas to maximize return and meaningfully steward volunteers and donors.
- Works with the Director of Advancement and Business Office to deliver thoughtful and timely gift acknowledgements that provide necessary charitable deduction information including required Fair Market Value calculations, when necessary.
- Responsible for confidential and time-sensitive material. Ensures data related to event prospects, sponsors, and donors is accurate, recorded, in ACS People, preserving in hard copy form as needed.

- Works with Division Heads and Administrative Personnel on coordination of event-related purchases or experiences (i.e. Head of School for a day, free dress passes, Carpool line numbers, Coach for a Day, for example).
- Provides budgets to volunteer committee chairs, and monitors and reports deviations of budgets, expenditures, and timelines.
- Meets with the Business Office on a monthly or quarterly basis to reconcile income and expenses.
- Demonstrates initiative and completes assignments with minimal direction. Utilizes effective communication with a high level of organization.
- Is a highly collaborative team player, assisting co-workers, divisions, and departments as needed by the school.
- Knowledgeable in or willingness to learn the school's data management systems, including People/Access ACS, or whatever platform is being used by the department. Training is provided.
- Supports and adheres to the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's policies and procedures for each department.
- Commits to the Employee Professional Standards as posted, as the non-negotiable foundations for employment at The Briarwood School and complies with physical requirements and work environment requirements.
- Occasionally required to work evenings and/or weekends.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Actively participates in the life of the school where appropriate and relevant to the priorities of the admissions, advancement, and marketing/communication departments.
- Participates in periodic performance reviews with Director of Advancement or HOS.
- Implement a focus on technology use and adoption within the school.
- Represent the school at educational conferences and associations.
- Participate in any accreditation process for the school.
- Attend all staff meetings and staff retreats.
- Perform other duties as assigned by the Director of Advancement or the Head of School.

**Education:** Bachelor's Degree required

**Experience:**

- Experience in independent schools
- Exceptionally capable in both written and oral communication
- Excellent organizational and presentation skills
- Technologically savvy, Google Suite
- Proven success at working collaboratively

**Physical Abilities:** Maintain physical ability to complete all essential functions and activities of the position.

**The Briarwood Philosophy**

"Every student can learn, and every student has the right to be taught in the way he or she learns best."

**The Briarwood Core Values**

**Community through Connection**

Our school community is a diverse group of learners who treat each other with kindness and respect.

*We value* the connections that our faculty and staff make with our students.

*We value* our partnerships with families.

*We strive* to ensure that our community offers opportunities for academic, social, and emotional growth.

### **Transformation through Confidence**

Our faculty create a structured and challenging academic environment. They hold themselves and their students accountable as they build confident, self-advocating learners who are prepared for an ever-challenging and complex world. We set high expectations for social behavior and academic success, which students attain through perseverance and a growth mindset.

Each candidate is expected to understand and support the Briarwood Teaching Philosophy and Core Values.

The Briarwood School offers a competitive health insurance program, retirement benefits, paid time off, and robust professional development opportunities.

The Briarwood School is an equal-opportunity employer committed to diversity and inclusion in the workplace. Briarwood prohibits discrimination and harassment of any kind based on race, color, sex, sexual orientation, disability, religion, age, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Briarwood School makes hiring decisions based solely on qualifications, merit, and business needs at the time.

**TO APPLY: Apply online at <https://briarwoodschool.org/careers/>**

March 2024