



## **DE LA SALLE HIGH SCHOOL CONCORD, CALIFORNIA**

### **POSITION SEARCH**

### **Manager of Advancement Events**

De La Salle High School, established in 1965 and sponsored by the Brothers of the Christian Schools (De La Salle Christian Brothers), is a Lasallian Catholic college preparatory school for boys providing a rich environment for spiritual, academic, and social growth. Its rigorous program of studies is complemented by an extensive array of co-curricular programs. The school's atmosphere is one that is moral, caring, and joyful. The school is located in the City of Concord, 25 miles east of San Francisco on a 20 acre campus characterized by beauty and openness.

The school seeks a candidate who can promote the school's Lasallian Catholic mission of serving students and can promote the school's core values of faith, integrity, and scholarship.

The Manager of Advancement Events engages in planning, conceptualizing, implementing and managing all fundraising, donor cultivation, alumni and stewardship events at De La Salle High School. This position reports to the Vice President for Advancement and supports the Office of Advancement.

#### **Position Responsibilities**

- Provide leadership, professional expertise, and direction in the planning and execution of high quality events and functions, and ensure that the De La Salle mission and priorities are reflected in the planning and presentation of all events, including but not limited to the annual 1965 Club Reception, De La Salle Golf Classic, A Taste of De La Salle, and the De La Salle Auction.
- Manage the strategic planning and implementation of Advancement Office Signature Events, reporting directly to the Vice President for Advancement.

**Technical & Professional Knowledge and Ability:**

- Experience and proficiency using Blackbaud's Raiser's Edge software (preferred), Microsoft Windows, MS Office (Word and Excel), and MS Outlook.
- Experience with web event management and auction event software preferred. (e.g. Greater Giving, EventBrite)
- Ability to use a variety of email/social media/web based communication and marketing platforms preferred.
- Excellent written and oral communication skills required.
- Proven ability to manage events in support of a comprehensive fund raising program required.
- Experience with graphic design and layout preferred.
- Ability to use a variety of web communication and marketing platforms preferred.
- Due to the nature of this position, and in accordance with the needs of the scheduled events, must be willing to work evenings and weekends.
- Due to the physical nature of position, must be able to lift and move objects of weight 30 pounds or less.
- Must have a valid driver's license.

**Interpersonal skills required:**

- Listen attentively and provide solutions.
- Meet deadlines consistently.
- Manage multiple projects and events at the same time.
- Strong organization and project management skills required.
- Work with minimal supervision and direction.
- Work effectively with others and support organizational goals.
- Strive for continuous improvement and solicit feedback to improve service.
- Maintain confidentiality and discretion when working with vendors, donors, and volunteers.
- Demonstrate a positive and productive attitude at all times.
- Maintain highly professional standards and procedures for production of events in keeping with the image and reputation of De La Salle High School.

**Education and Experience required:**

- Requires a minimum of three years of event planning experience in the educational or nonprofit industry. Bachelor's degree preferred.

Priority consideration is given to qualified Roman Catholics.

**Interested? Capable? Eager?**

If so, please send a cover letter and resume by e-mail to Margaret Silva, Director of Human Resources ([silvam@dlshs.org](mailto:silvam@dlshs.org)).



Review of applicants will begin immediately and continue until the position is filled. Please visit the school website ([www.dlshs.org](http://www.dlshs.org)) for more information about De La Salle.

*De La Salle High School assures equal employment opportunity in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, ancestry, age, gender, political affiliation, veteran status, service membership, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job or any other category protected by law.*