



# The Benjamin School

## DEVELOPMENT AND SPECIAL EVENTS COORDINATOR

 North Palm Beach



**START DATE: May 18, 2024**

**The Benjamin School**, an independent co-educational prep school Pre-K 3 through 12th grade, is looking to hire a **Development and Special Events Coordinator**, who is detail-oriented, can multi-task, and prioritize various projects. The Development and Special Events Manager plays a crucial support role in the Development Department by helping plan and execute Benjamin's Annual Fund and school special events, including the annual BASH Gala event. This individual will work closely with an established and experienced team of development professionals and volunteers to help advance the mission of the School.

### **ESSENTIAL JOB FUNCTIONS:**

#### ■ **Development:**

- Assists Director of Annual and Leadership Giving to execute an operational plan of Benjamin's Annual Fund.
- Manage Annual Fund correspondence including solicitation, acknowledgment letters, and pledge reminders.
- Under the supervision of the Director of Annual and Leadership Giving, prepares monthly Annual Fund progress reports to grade chairs, Development Committee Chairs, and Chief Development Officer.
- Assembles call sheets for phonathons and updates annual fund master sheet.
- Plans and executes all Annual Fund-related events, i.e. phonathons and receptions in tandem with the Director of Annual and Leadership Giving.



### ■ **Special Events:**

- Assists Director of Special Events in the planning and coordination of special events, including but not limited to BASH Gala, BPA Events, faculty and staff events, Enrollment Management events, Leadership Society Reception, Head's Appreciation Dinner, and additional divisional events.
- Work closely with the Director of Special Events to create event schedules, budgets, logistics plans, vendors, and venues ensuring seamless and successful event execution.
- Assist with all aspects of related events, including scheduling meetings with volunteers and co-chairs, taking RSVPs, preparing meeting minutes and agendas, and sending host gifts.
- Assist in coordinating volunteers to support event activities.
- Communicate with volunteers to provide event details, schedules, and expectations in tandem with the Director of Special Events and Volunteer Engagement.
- Provide on-site support during events, including setup, registration, attendee assistance, and breakdown/clean-up.
- Act as a point of contact day of the event for event attendees, volunteers, and vendors.
- Assist in evaluating the success of each event, collecting feedback from attendees, and volunteers, along with ways to elevate for the future.
- Lead and execute a variety of additional school events as assigned.
- Performs Other Duties as assigned.

### **PHYSICAL AND WORK REQUIREMENTS:**

- Prolonged periods of time sitting at a desk and working on a computer.
- Occasional movement about the office and lift and/or move up to 15 pounds.
- Ability to work in excess of 8 hours a day, as well as evening and weekend hours as necessary for events and projects.
- Travel required for meetings, events, professional development.

*Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.*

### **REQUIRED SKILLS/ABILITIES:**

- Exceptional verbal and written communication skills.
- Excellent organizational skills and attention to detail; ability to prioritize and work independently and address several challenges simultaneously.
- Possession of a pleasant and collaborative style in the workplace, including professional attitude.
- Ability to communicate effectively with all constituents in a school environment.
- Well-versed in technology, various software suites, and office equipment related to the position. Knowledge of Raiser's Edge NXT, InDesign, Canva and Email applications is preferred.
- Ability to maintain confidential information.
- Ability to prioritize and delegate tasks.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree preferred.
- At least 3 years experience, preferably working at an independent school with a successful background in annual giving and special events.

### **KEY EXPECTATIONS:**

- Demonstrates support for the school's mission and policies.
- Consistently models The Benjamin School values.
- Builds positive interpersonal relationships with colleagues by establishing effective communication through listening, responsiveness, openness, availability, and approachability.
- Takes initiative and ownership in displaying positive work ethic and behaviors and encourages this attitude in others.
- Maintains proficiency in the field through personal and professional development that strengthens the role and the school.



### **HOW TO APPLY:**

The Benjamin School has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Director of Human Resources, Patti Maiselson), a resume, and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter at [alison@dovetailedsourcing.com](mailto:alison@dovetailedsourcing.com).

*The Benjamin School offers a competitive salary and an outstanding benefits package, which includes comprehensive Medical, Dental, Vision, Life insurance, School-paid Disability, AFLAC, 403B Retirement, Paid Time Off, Flexible Spending, Student Tuition discounts, Educational assistance, and Relocation assistance.*