

The Director of Special Events is responsible for devising and implementing Portsmouth Abbey School's strategy for fostering engagement of alumni, parents and friends of the School throughout the world through special events. Duties include the management of annual and special events, including among others Reunion Weekend, Scholarship Golf Tournament, the Abbot's Reception, Parents' Auction, and Commencement. Additionally, the Director is responsible for the planning and execution of regional, national and international receptions and dinners, informational meetings, fund-raising, cultivation and stewardship events.

Responsibilities:

- Manage all special events of the development office, including but not limited to Reunions Weekend, the Abbot's Reception, regional, national and international receptions and dinners, Parents' Auction, Alumni Networking Series, Commencement, Golf Tournament, etc.
- Identify areas of the country and the world with a critical mass of alumni, parents or friends of the School that warrants visits in small groups or larger events for the Development Office
- Manage event logistics to ensure the event appropriately represents the School and achieves its goals for engagement, fundraising, etc.
- Travel for events as required (usually 3 or 4 events a year)
- Manage all event related data input and reporting within Raiser's Edge
- Work closely with event-related vendors, including graphic designers, printers, caterers, audio-visual
- Work with student volunteers for regional, national and international events
- Plan and post relevant event news across social media platforms (Facebook, LinkedIn, Instagram, etc.) to keep the School's constituents engaged. Work closely with the Communications Office in this regard.
- Coordinate efficient and professional working relationships with other campus departments (Business, Operations, Dining Services, and Athletics) whose participation is critical to successful special events
- Maintain files, SOPs, and other appropriate material related to all special event activities, including execution of call lists for event registration
- Manage content for monthly Musings, Bulletin, Annual Report and webpages related to special events
- Development and Maintenance of Finals site and Raiser's Edge webpages for events, including Page Manager, Forms Manager for registrations and Calendar Manager

- Coordinate or assist with Christmas card and ornament design, production and distribution, along with Christmas card mailing list
- Conduct direct mail, email and face-to-face solicitation for sponsorships of the Abbot's Reception, Annual Golf Tournament, etc.
- Other duties as assigned

Requirements:

- Bachelor's degree or equivalent work experience
- At least two years of experience in a similar position
- Proficiency, or at least familiarity, with the most recent versions of Raiser's Edge and Microsoft Office
- Strong interpersonal skills with an ability to organize, prioritize and manage multiple tasks simultaneously
- High degree of comfort with the use of technology including strong computer and internet skills
- Administrative abilities, organizational skills, and the capacity to manage multiple tasks with attention to detail
- The ability to work closely with a varied constituent base (Board of Regents, alumni, parents, faculty and staff), to exercise discretion, and to maintain information with appropriate confidentiality
- Demonstrate strong written and verbal communication skills
- Willingness to work as part of a team in all aspects of the job
- Willingness to work nights and weekends
- A strong connection to the mission of Portsmouth Abbey School

Interested candidates, please send a resume and cover letter to alumni@portsmouthabbey.org. No calls please.