



Title: Events Manager

Reports to: Director of Advancement

Supervises: n/a

Status: Part-Time

Position Summary:

The role requires a high degree of public visibility, good communication skills, organizational skills, good personal representation, ability to function within a team, and ability to relate well with all aspects of public contact.

Requirements

Spiritual: Be a professing born-again, Bible believing Christian and in regular attendance at Bible believing church. Also, be in agreement with DCA Statement of Faith and Biblical Morality Standards (See Terms of Employment).

Education: Bachelor's Degree in marketing and/or public relations preferred

Experience:

- Project management/event planning experience
- 2-4 years experience in marketing and/or public relations
- Website design and maintenance experience
- Experience working with volunteers

Skills:

- Public speaking
- Proficient in Word, Publisher, WordPress, website administration
- Excellent to outstanding communication skills
- Organized and detail-oriented
- Team-oriented
- Ability to communicate professionally with all DCA contacts including BOD, donors, and families in a professional and positive way at all levels.
- Professional and self motivated
- Able to collaborate with colleagues, directors and staff in professional manner to build highly functional program and relationships with constituents.

Essential Responsibilities and Duties:

- *Awaken* Magazine
- Patriots Celebration Dinner (PCD)
- Remember America Speaker Series (RASS)



- Ability to navigate donor database (Etapestry)
- Continue to build Remember America awareness that draws to Dayspring and begins to create the Remember America brand that will eventually stand separately.
 - Coordinate Remember America Speaker Series
 - Gather speaker information, present options, coordinate contract, develop and execute advertising plan, manage RASS team and work with RASS Chairperson, coordinate marketing collateral, coordinate event logistics along with RASS team.
- Create and publish *Awaken* magazine once a year. This includes developing theme, identifying potential writers, requesting articles, and potentially expanding to other Principle Approach schools through FACE.
- Coordinate the Patriot Celebration Dinner, which is designed to present the product of a Dayspring education and welcome friends, civic and business leaders. This includes coordinating team which develops theme, develops video concepts, and determines student and choir involvement.
- Adhere to office policy and procedure
- Collaborate with Director of Advancement on special projects when assigned
- Other duties as assigned by Director of Advancement

Collaborative Responsibilities and Duties:

- Attends and leads all Remember America Speaker Series and PCD meetings.
- Prepares agendas in advance of meeting and distributes to members prior to meetings. Prepares Chair for meeting.
- Attends Advancement Meetings as needed.
- Attends all Advancement Staff Meetings
- Prepares updated info on internal activity, planning, strategic moves and outline anticipated needs from the Board

Other:

- Travel
- Nights and weekends possible
- Flexibility a necessity

Evaluation Method and Frequency:

- Annual Evaluation by Director of Advancement

Signature Line

Signed - Events Manager

Date

Printed - Events Manager

Date