



## INCARNATE WORD ACADEMY

*A Catholic College Preparatory for Young Women, Est. in 1873*

**Title:** Special Events Manager and Volunteer Coordinator  
**Supervisor:** Director of Advancement  
**FLSA:** Exempt  
**Salary:** Competitive  
**Hours:** 40 hours per week with occasional evening and weekend work as needed.

Incarnate Word Academy, established in 1873, is a four-year Catholic college preparatory for young women, grades 9-12. Located in the heart of downtown Houston, we prepare students to be Women of the Word through a rigorous college-preparatory education rooted in Academics, Values, and Spirituality. Our unique Young Leaders Program empowers students to bring ideas to life not only in the school community but in the real world. Incarnate Word Academy is a thriving, close-knit community where girls are inspired and encouraged to succeed.

### **Job Description**

The Special Events Manager/Volunteer Coordinator is responsible for managing and executing key fundraising and special events. These include, but are not limited to, the Annual Gala and Auction, the Falcon Raffle, and others. The Special Events Manager/Volunteer Coordinator works closely with the parent group, which organizes and hosts school hospitality events throughout the year.

This position is an integral part of the fundraising team and works collaboratively with the Director of Advancement, President of the Academy, and other related personnel of the school.

### **Mission and Values**

- Models the mission, values, and spirituality of the Academy and the Sisters of the Incarnate Word and Blessed Sacrament
- Serves as a positive representative of IWA within the broader community
- Participates fully in the life and activities of the IWA community
- Serves all IWA families with compassion and respect

### **Essential Duties and Responsibilities**

#### *Event Planning, Management, and Execution of Special Events*

- Directs and oversees planning, timeline development, management, and recruitment of volunteers needed for events, activities, and campaigns.
- Delivers hands-on coordination to ensure the success of event objectives.
- Works with the Finance Office to reconcile budget income and expenditures.
- Negotiates with external vendors to successfully achieve event objectives.
- Develops methods for increasing volunteer participation in IWA activities.

#### *Gala Coordinator*

- Leads all aspects of the Gala with the exception of underwriting. This includes recruiting volunteer committee chairs and members, motivating, and leading the coordination of successful strategies to reach auction goals.

- Works with the Marketing Department and OneCause to create an annual online auction.
- Works with the Director of Advancement, the school President, and the Marketing and Communications Director to select the theme and marketing strategies.

#### *Raffle*

- Develops a plan to successfully meet the annual raffle financial goals.
- Coordinates plans with the principal, finance director, communications director, and advancement director before finalizing.
- Creates and oversees the parent volunteer committee and the student committee to develop theme/sales incentives.
- Initiates and oversees raffle calendar and sales and communication strategies.

#### *Volunteer Coordinator*

- Serves as the school's liaison with the Falcon Family Club (FFC) Board, coordinating their efforts with the school's needs.
- Assists with training of the FFC officers and chairs, when necessary.
- Identifies and cultivates relationships with parents to develop a strong volunteer base for Gala and Raffle
- Develops a volunteer database to track and record current and potential volunteers with opportunities to serve.

#### **Qualifications:**

- A college degree or an equivalent in-depth training program in event programming.
- 3 to 5 years of demonstrated, successful special event experience.
- Demonstrated ability and comfort to solicit and acquire donations/gifts for fundraising efforts.
- Strong interpersonal relational skills; strong verbal and writing skills.
- Self-starter with a demonstrated ability to recruit, motivate, and manage volunteers.
- Strong computer skills; familiarity with Microsoft Office Suite, gala management software, and digital platforms (Constant Contact, Instagram, Facebook, and LinkedIn, etc.)
- Comfort level with multi-tasking and problem-solving.
- Comfort level with taking the lead as well as working as a team member.

*The above statements are intended to describe the general nature of work performed by individuals in this job classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, or qualifications required of individuals in this job classification. All job classifications may have other duties assigned on an as-needed basis. Management, at the appropriate level, retains the right to assign and change the duties of any position at any time.*