



POSITION: Director of Special Events
HOURS: Full-time
STATUS: Exempt
SUPERVISOR: Director of Institutional Advancement

FASNY: The French-American School of New York is an international and bilingual independent co-educational day school providing a global education to 800 students from Nursery to grade 12. Located in Mamaroneck, NY, the school's mission is to develop globally literate, multicultural lifelong learners through a unique program that integrates French, American and international curricula. FASNY holds its students to the highest standards of academic excellence, supports them in their personal development and fosters a spirit of inquiry, service and social responsibility to the environment and the global community.

JOB SUMMARY: The Director of Special Events is a member of the Development Office team reporting to the Director of Institutional Advancement. He/she must have proven track record of reaching or exceeding goals and objectives in a fundraising events position at an equal or higher level. The position requires excellent communication and diplomacy to work as a team member within a collaborative, high-pressure environment to achieve both the individual and departmental goals and objectives. Primary functions are to organize, administer and evaluate fundraising and school events to achieve and surpass fundraising goals and objectives. The Director of Events portfolio includes several events, with the primary event being the annual Gala. The Gala includes online, silent and live auctions, corporate sponsorship, and honoree award at a formal dinner. Additional events include donor cultivation and recognition events, school-wide events and staff events.

MAJOR AREAS OF RESPONSIBILITY

The following are the responsibilities for the Director of Events, but are not limited to those indicated:

- Design, implement and evaluate robust event program and goals;
- Develop and work within established budgets;
- Negotiate and administer vendor contracts;
- Organize logistics for planning the successful execution of the events;
- Develop, organize and administer department procedures, protocol and files;
- Recruit, organize and assist volunteers and committees;
- Cultivate and solicit new donors and sponsors;



- Develop and produce marketing and promotional materials;
- Identify and solicit individuals and businesses for sponsorships and gifts;
- Actively recruit participants to attend events;
- Compose all recognition and acknowledgments to donors;
- Complete clerical duties and tasks related to events;
- Reconcile event expenses and revenues with Finance Department;
- Create, update and submit regular progress and status reports;
- Attend and present at committee, board and staff meetings as needed;
- Additional responsibilities may be assigned by the Director of Institutional Advancement or Head of School.

PERSONAL CHARACTERISTICS AND PROFESSIONAL REQUIREMENTS

- 5 plus years' experience in a senior event planning position;
- Fluency with fundraising software Raiser's Edge and BidPal;
- Fluency with budgets and spreadsheets;
- Ability to maintain a flexible schedule which includes some nights and weekends
- Self-starter, resourceful, well organized, with the ability to work well under pressure;
- Creative, flexible, detail oriented, organized;
- Experience with volunteers;
- Team player, with superior interpersonal skills and ability to get along well with diverse personalities. Ability to work well both independently and with others;
- Administrative staff is strongly encouraged to work towards proficiency in both French and English languages and familiarity with both cultures;
- Should focus on activities to bring the school community together in positive and productive manner;
- Energetic, organized development professional with exceptional writing and communication skills;
- Experience working with high-level donors, volunteers and trustees is highly desirable.

Please submit your salary requirements. To apply, please email your cover letter and resume to HR@fasny.org