



Job Title: Director of Advancement and Event Coordinator

June 23, 2025

Location: St. Francis of Assisi Catholic School, Yorba Linda

Department: Administration

Reports To: Principal

Job Type: Full-Time

The Event and Fundraising Coordinator at St. Francis of Assisi Catholic School is responsible for working with parent volunteers and staff planning, organizing, and executing fundraising events that align with the organization's mission and financial goals. This role requires a dynamic individual with a passion for Catholic education, strong leadership, project management, and interpersonal skills to drive successful events that generate significant revenue.

Key Responsibilities

- **Event Planning & Management:** Lead parent volunteers in the end-to-end planning and execution of fundraising events, including but not limited to Fall Fundraiser, Fall Fest, Golf Tournament, Auction Gala, community events, and other school community activities. Develop event concepts, manage logistics, and coordinate with vendors and venues. Ensure each event is executed smoothly and aligns with the school's mission and values.
- **Alumni Relations:** Developing and implementing programs to engage and involve alumni, organizing reunions and networking opportunities.
- **Budgeting & Financial Oversight:** Manage event budgets to ensure financial goals are met. Track expenses and revenues, negotiate contracts and seek cost-effective solutions while maintaining high event standards.

- **Team Leadership:** Build and lead committees of parent volunteers providing guidance and support, keeping tasks, and ensuring timely completion of event-related activities.
- **Donor & Community Engagement:** Cultivate and manage relationships with St. Francis of Assisi Families, potential sponsors, and community partners. Develop sponsorship packages, secure contributions, and recognize supporters through appropriate channels.
- **Marketing & Promotion:** Design marketing materials to promote events and fundraisers through social media and school newsletters to maximize attendance and engagement.
- **Compliance & Risk Management:** Ensure events adhere to school policies, diocesan guidelines, and relevant laws. Identify and mitigate potential risks associated with event planning and execution.
- **Reporting & Evaluation:** Evaluate the success of fundraising events and provide detailed reports on outcomes, including financial results and participant feedback. Recommend improvements for future events.

Physical

Primary functions require sufficient physical ability and mobility to work at an event site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Qualifications

- **Education:** Bachelor's degree in business, nonprofit management, event planning, marketing, or a related field. Advanced degrees or certifications in fundraising or event management are a plus.
- **Experience:** Minimum of 3 years of experience in fundraising, event planning, or related fields, preferably in an educational or nonprofit setting.
- **Skills:**
 - Strong organizational and project management abilities.
 - Excellent leadership, communication, and interpersonal skills.
 - Proficiency in event management and marketing design software.
 - Ability to work under pressure and manage multiple projects simultaneously.
- **Attributes:**
 - Creative problem solver with a keen eye for detail.
 - Passionate about Catholic education and supporting our mission.
 - Flexible and adaptable to changing priorities and deadlines.

Additional Information

- **Work Environment:** Office-based with occasional evening and weekend work required for event execution.
- **Travel Requirements:** Minimal travel required; primarily within the local community.
- **Salary:** \$55,000-70,000 commensurate with experience
- **Benefits:** yes

Application Procedure

Interested and qualified candidates are asked to submit a letter of introduction and resume via email to Mrs. Jacqueline Sienkowski jsienkowski@sfayl.org or hardcopy to St. Francis of Assisi School: 5330 Eastside Circle, Yorba Linda, 92887. Position remains open until filled.