

Position Title: Special Events Manager

Organization: Canisius High School

POSITION SUMMARY

Plan, promote, implement and grow revenue producing special events, with specific responsibility for the GAMBIT dinner-auction now in its 46th year, and other advancement recognition events. Position begins in Summer, 2020.

Reports To: Vice President for Institutional Advancement

RESPONSIBILITIES

- Plan and execute a goal oriented dinner-auction (GAMBIT) aimed at all Canisius High School constituencies: alumni, parents, faculty/staff, friends and corporations.
- Coordinate GAMBIT logistics including obtaining sponsorships, solicitation of gifts, marketing and promotion and preparation of printed materials.
- Recruitment of volunteers.
- Maintain a positive working relationship with GAMBIT chairs and all other volunteers.
- Coordinate working committees for gift solicitation, gift gathering parties, reservations, marketing, raffle, decorations and other event details.
- Ensure that all information is entered accurately and timely into the AuctionMaestro and Raiser's Edge systems.
- Plan and execute various advancement and presidential special events.
- Performs other duties as required.

QUALIFICATIONS REQUIRED

- Demonstrated success in event planning, logistics and donor solicitation, with direct dinner-auction experience preferred.
- Goal oriented, self-motivated, ability to multi-task.
- Demonstrates ability to work well with people.
- Strong attention to detail.
- Ability to meet deadlines with minimal supervision.
- Flexible schedule; must be able to work occasional nights and weekends.
- Associates degree from an accredited college; bachelor's degree preferred.
- Three to five years experience in a not-for-profit, events based environment.

Please send letter of interest and resume to David Cristantello, Ph.D., Vice President for Institutional Advancement at cristantello@canisiushigh.org.