



Job Title: Events and Community Engagement Coordinator

Department: Advancement

Reports To: Director of Advancement

FLSA Status: Non-Exempt

Salary Range: \$105,000- \$115,000

Position Overview:

An integral member of the Advancement team, the Events and Community Engagement Coordinator works full-time on campus and reports to the Director of Advancement. This role is vital to the successful implementation of the school's community engagement and event strategy, ensuring a consistent, cohesive, and inspiring experience for parents and other stakeholders in the school community. The Events and Community Engagement Coordinator is responsible for supporting the Advancement team on fundraising and cultivation activities, while serving as the point person for Keys School Association committees and events. In addition, the Events and Community Engagement Coordinator supports other large and small-scale events on campus and serves as a member of the administrative staff at Keys.

Essential Job Duties and Responsibilities:

Event Management

- Organize and lead all Advancement community events to foster a culture of philanthropy and volunteerism and reinforce the school's warm, personal, supportive, generous, and down-to-earth culture.
- Support donor events, including campaign cultivation events, leadership donor gatherings, and other small-scale stewardship activities.
- In partnership with event leadership, plan and coordinate a Spring Benefit that meets fundraising goals while serving as a means to connect and cultivate members of the community; manage all logistical details for the Benefit: serve as staff liaison to volunteers and point-person for all vendors and constituent groups throughout the stages of planning; coordinate elements of night-of fundraising as well as online fundraising tools.
- Plan, coordinate, staff, and manage all details for KSA community events, including but not limited to: Picnics, Skate Night, and Faculty and Staff Appreciation, as well as other events as deemed appropriate. Coordinate and oversee event set-up/clean-up and volunteer staffing.
- Serve as lead staff on the Eighth Grade Banquet and post-graduation reception, overseeing event logistics including catering, decor, and program facilitation.
- Serve as a logistical point person for the Eighth Grade graduation ceremony.
- Provide set-up and day-of support for Admission events, including open houses, assessment days, and new-family gatherings such as ice cream socials.
- In partnership with the Alumni Coordinator, provide logistical and planning support

for alumni events and gatherings, both on campus and in off-site locations as appropriate.

- Manage event budgets and vendors; coordinate contracts in conjunction with the Business Office.
- Track and maintain supplies for executing successful events and on-site activities; in coordination with the Communications team, oversee inventory and swag items needed for Advancement activities.
- Coordinate with the Communications Department to write and produce Advancement event communications that promote events within the school community; develop, create, and produce online and print invitations, newsletter promotions.
- Manage volunteer and meal signups for community events; track RSVPs and maintain online signup forms.

Volunteer Management

- Oversee volunteer programs and engagement opportunities, including the Keys School Association and its affiliated committees.
- Recruit, train, and support parent volunteers and committee leaders; serve as a liaison to parent volunteer groups.
- Monitor and maintain web-based content and resources for parent engagement groups and activities.
- Produce and maintain training materials and committee documentation for KSA committees.
- Provide coordination and logistical support for KSA General Meetings, KSA committee meetings, Room Parent meetings, and other planning sessions for volunteer groups.
- Manage and track volunteer compliance requirements, including background checks, TB screenings, DMV records, etc.

General Responsibilities:

- Create a warm, welcoming environment for members of the Keys community; be active and present in school life as this is an on-site position.
- Serve as a key member of the Advancement team: attend weekly meetings to collaborate and coordinate with teammates and with other administrative departments.
- Provide student oversight and front desk support as needed and on a regular basis.
- Work closely with the facilities team and other administrative departments to ensure event scheduling and logistics are well-coordinated.
- Participate in school-wide events and meetings as appropriate, including all-staff meetings and professional development sessions.
- Accept and perform other duties, as assigned.

Personal Attributes and Requirements:

- Exhibit a cooperative team approach, complete with a good sense of humor and demonstration of a united front.
- Display initiative, internal motivation, a willingness to take on responsibilities beyond those explicitly defined, and an ability to learn new and established procedures.
- Execute responsibilities efficiently and accurately, and on or before deadlines.
- Demonstrate excellent and effective written and verbal communications with an array of constituents: parents, administrators, faculty, vendors, students, and friends of the school.
- Exhibit sound judgment related to confidential conversations, projects, and information related to the school or any of its constituents, including the effective communication regarding such matters to the appropriate individuals.
- Possess the ability to calculate figures and amounts such as discounts, interest, and percentages.
- Possess and provide evidence of a bachelor's degree.
- Possess a minimum of 3-5 years of experience in event management, community engagement, advancement, education, or related fields.
- Strong working knowledge of Microsoft Office (Outlook, Word, Excel, and PowerPoint) and Google Drive. Experience with One Cause (or other) auction-management software and Blackbaud preferred.
- Able to work during events in the early morning, evening, and on weekends.
- Initial and continued criminal background clearance by DOJ and FBI.
- Initial and continued tuberculosis clearance.
- Maintain a valid driver's license and the ability to transport oneself between two campuses and to surrounding cities.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, and sound hearing. While performing the duties of this job, the employee is regularly required to sit; use hands, talk, and hear. The employee is frequently required to reach with hands and arms. On occasion, the employee is required to stand, walk, stoop, kneel, crouch, crawl, or jump.

Interested candidates should submit a cover letter, resume, and three to five references to jobs@keysschool.org.

Keys School is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age (40 and older), race, color, ancestry, religion, gender identity & gender expression, national origin, disability: physical or mental, sexual orientation, citizenship status, sex (including pregnancy, childbirth, and related medical conditions), medical condition, AIDS/HIV, genetic information, marital status, military or veteran status, political

affiliations or activities, and status as a victim of domestic violence, assault, or stalking. For more information, please visit www.keysschool.org