



## Job Description

June 2026

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**TITLE:** Events & Development Coordinator  
**POSITION TYPE:** Full-Time, One-Year Contract, Leave Coverage  
**REPORTS TO:** Director of Development

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### GOALS OF THE DEVELOPMENT OFFICE:

To support and advance the vision and strategic priorities of Albert College (AC) through the planning and execution of exceptional special events that engage, inspire and connect our school community. This includes developing meaningful opportunities for engagement, building a culture of philanthropy and fostering school spirit through thoughtful, well-executed experiences that ensure accessibility and inclusivity for our diverse audiences and communication needs.

### THE POSITION:

The Events and Development Coordinator is an ambassador of the College and strengthens Albert College through events, alumni relations, fundraising and community relations. This role manages the execution, direction and coordination of development events and fosters excellent alumni, parent and donor relations and engagement. The coordinator is responsible for the management of the Blackbaud Raiser's Edge NXT database to support fundraising and the goals of the Development office. Working with the Director of Development, the Events and Development Coordinator is integral in donor recognition, data management, fundraising support and alumni stewardship.

### DUTIES AND RESPONSIBILITIES:

#### Special Events

- Bring creative ideas and best practices for unforgettable events and engagement initiatives
- With the support of the Director of Development, plan, organize and implement development events including:
  - Alumni reunion in April 2027 and gatherings locally and abroad from concept to completion, delivering an excellent guest experience
  - Impactful fundraisers, a golf tournament in October 2026 and other events that are well-planned and organized with thoughtful details
  - Working with the Parent Liaison Committee of parent volunteers to execute engaging parent socials and fun gatherings that bring our community together

- Manage and track expenses and deliver events within budget maintaining accurate records of allocation and spending
- Create detailed event briefs outlining logistics, timelines, roles and critical information to ensure clear communication and alignment among staff involved in event execution
- Collaborate respectfully and efficiently with Facilities, Food Services and other AC staff to ensure all team members are informed and prepared to support events as needed
- Assist with the development of an annual events calendar that will meet strategic plan priorities and objectives of the development office and Albert College

### **Communications**

- With the support of the Marketing team, develop creative social media content for special event promotion and engagement, as well as alumni-focused engagement specifically for our alumni community
- Manage event RSVPs and registrations to ensure guests receive timely updates, reminders and relevant event details and information
- Coordinate event-related email campaigns and newsletters including creating segmented recipient lists, designing branded templates and scheduling emails and messages
- Maintain and update event-related content on the school website and alumni portal, ensuring accuracy, clarity and consistency with the school's brand and messaging
- Develop post-event communications, such as thank you emails, articles for publications, press releases and social media posts celebrating the event's success and impact

### **Database**

- Manage and maintain accurate and complete database records (Raiser's Edge NXT), entering donations and data accurately and promptly
- Run reports, mailing lists, emails and data as requested for invitations, publications, events, fundraising and communication needs
- Work to continually keep parent, alumni and donor data up-to-date and accurate
- Work with the Director of Development on donor recognition and stewardship (e.g. prompt follow-up, thanking, receipting and recognition on donor walls and publications)
- Collaborate with the Director of Development and Finance Office to process gifts and reconcile financial records

### **Development**

- Establish, build and maintain strong relationships with alumni, parents, staff, former faculty and staff, donors and the Albert College family
- Host visiting alumni to the school, update information, act as tour guide and encourage engagement and future connection with AC
- Develop ideas, research and write articles to support the development of annual publications with the Director of Marketing and Director of Development
- Develop and maintain active communication with the Albert College family as required through email, phone and in-person meetings providing exceptional customer service
- Coordinate with the marketing team to ensure consistent marketing and branding of all

materials for external and internal audiences

- Establish student relationships and engage with graduating students supporting grad class initiatives, facilitate grad class gift and promote alumni engagement after AC
- Respond to archive requests and work with the Director of Marketing on any archival-related projects or tasks as requested
- Identify strategic relationships with alumni, parents, donors and the AC family to support fundraising initiatives

### **QUALITIES:**

- Exceptional organizational skills with the ability to manage multiple events simultaneously, track details meticulously and ensure nothing falls through the cracks
- Strong adaptability and problem-solving skills for remaining flexible and composed under pressure and effectively managing changes or challenges during event execution
- Excellent writing and editing skills, verbal communication, interpersonal and customer service skills to engage professionally and effectively with a wide range of constituents
- Proactive and adaptable, with the ability to continuously improve or streamline tasks and processes for greater efficiency and effectiveness
- High professional and ethical standards for handling confidential information
- Creative thinker who brings fresh ideas and creative solutions to design unique, engaging and memorable events aligned with the school's culture and mission
- Outstanding organizational skills with superior attention to detail to manage information, set priorities, reconcile competing demands, meet deadlines and respond to needs
- Ability to work independently as well as take a positive, collegial approach to working in a collaborative Development and Marketing team environment
- Demonstrates initiative by planning ahead, meeting deadlines and confidently taking ownership of tasks with independence and accountability
- Manages event expenses responsibly, keeps accurate records and works within tightly allocated budgets without compromising quality

### **OTHER:**

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. Also, as is the nature of any position in an organization, each member of the team, including the Events and Development Coordinator, must be flexible and willing to be called upon to perform other, reasonable, job-related functions not detailed in the above description as requested by the Director of Development.

### **HEALTH AND SAFETY:**

Maintain and uphold all the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves.

## **WORKING CONDITIONS:**

- A fast-paced, dynamic team environment with frequent interruptions and a variety of tasks with competing deadlines
- A combination of computer and desk work, which requires sitting for extended periods, keyboarding and viewing a monitor
- Events require physical exertion, including lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies
- Interactions with internal and external constituents
- Some evening and weekend events and occasional travel for off-site events
- Extended periods of standing and walking during event setup, execution and takedown

## **JOB QUALIFICATIONS:**

- University degree preferred and/or college or equivalent experience
- Three to five years of relevant experience, preferably in a not-for-profit or educational institution
- Experience in special events, fundraising/development and database management
- An understanding/appreciation of the role and vision of independent school education
- Willingness to develop a thorough knowledge, current and historical, of overall academic, co-curricular and boarding programming at Albert College
- Experience and understanding in the use of a database (Blackbaud Raiser's Edge NXT preferred), social media platforms (Facebook, LinkedIn and Instagram), Microsoft Applications (Outlook, Excel, Word, PowerPoint) and familiarity with the basics of design (Canva, Photoshop, InDesign)

## **GENERAL EMPLOYMENT**

- Complete training and general employment tasks within the assigned time frame. Participate in school organized Professional Development and seek opportunities to strengthen job specific skills. Be present the week before and during Convocation and opening week.

## **CORE VALUES**

- Embrace Albert College's Core Values of Individuality, Compassion, Integrity, Diversity and Inclusion, and Optimism. Employ respect, excellence, honesty, customer focus and continuous improvement in all interactions and tasks.