



DEVELOPMENT & SPECIAL EVENTS COORDINATOR

The Development and Special Events Coordinator is primarily responsible for supporting the Director of Development in managing the school's special events throughout the year and providing development-related administrative support.

This position requires excellent communication skills, highly proficient computer skills, strong organizational skills and an ability to prioritize and multi-task. Knowledge and experience in special event planning is essential to success in this position. Knowledge of basic principles of fundraising or sales is preferred.

Employment Classification: Exempt, annual salary \$26,000-\$30,000. This is a 10-month (August 16 - June 16), salaried position with a full benefits package offered.

Work Hours: Full-time, M-F primarily during traditional office hours, August 16-June 16. Increased hours February 1-26 in preparation for annual auction. In addition to major holidays, paid holidays include school breaks: November 22-26, December 20-January 2, and March 7-11.

DUTIES AND RESPONSIBILITIES

- Plan and coordinate the school's special events including Homecoming, Fun Run, Scholastic Book Fair, Grandfriends' Day, Spring Picnic, Parent Association events, and Volunteer Appreciation
- Assist Director of Development with Annual Golf Classic and Annual Auction
- Assist Director of Development in obtaining sponsors for events, golf classic, and annual auction
- Manage on-campus hospitality inventory
- Coordinate silent auction donation requests and manage silent auction database (Greater Giving)
- Prepare and mail donor acknowledgement letters and manage donor database (Raiser's Edge)
- Assist Director of Development with donor communications (printed and electronic)
- Promote philanthropy through CBA social media accounts
- Represent CBA in an accurate and professional manner
- Continue to develop professionally

QUALIFICATIONS

- Bachelor's degree required
- Proficient in Microsoft 365; some experience with database software applications
- Excellent written and oral communication skills
- Ability to organize personal tasks and stay motivated
- Experience in event planning and working with outside vendors, sponsors, and donors preferred
- Familiar with basic principles of fundraising
- Respectful of individuals from various backgrounds and lifestyles
- Open to feedback and willingness to take personal responsibility
- Flexibility under pressure

Chesapeake Bay Academy intentionally hires teaching faculty and administrative staff who represent a variety of backgrounds and ethnicities, and welcomes candidates to apply who share our philosophy. Please send cover letter and resume to Cami Best-Jones, cbestjones@cba-va.org.