



POSITION VACANCY

Date:	April 24, 2023
Position:	Director of Events
Location:	The position is in-person during the six-month introductory period with the option to move to a more hybrid (but still local to Indianapolis, IN) format once the candidate is established in the role.
Work Schedule:	Part-time/ 20 hours/week
Salary:	\$25/hour

The [Washington Township Schools Foundation](#) is a non-profit education foundation with the mission of connecting private funding, community, and alumni with Washington Township Schools to support and enhance the unique educational experiences of our students. Over the years, the organization has awarded more than \$8 million in grants, scholarships, designated gifts and program support for students and teachers.

We are a small but mighty team doing important work to support students and teachers in Washington Township. We are excited to connect with a highly motivated, organized, creative and personable individual to help us be successful with our event goals for the organization. This person must have initiative, energy and dependability around a diverse range of tasks.

Under the supervision of the Executive Director (ED), the Director of Events will have responsibilities in several areas:

SPECIAL EVENTS

- Work with the committee and volunteers to budget, plan and execute the fall social event (currently BASH)
- Work with the committee and volunteers to budget, plan and execute spring community event (currently Great North Run & Fitness Fair)
- Coordinate and execute the North Central Homecoming Tailgate
- Assist with the event-based fundraising objectives and tactics identified in the organization's Strategic and Annual Plans
- Coordinate other events and receptions as assigned

OFFICE SUPPORT AND DEVELOPMENT

- Manage development and recognition of sponsorships
- Assist the Executive Director and Director of Operations with day-to-day administrative tasks in support of donations, grants, scholarships, and pledge processes
- Coordinate and execute Thank-A-Teacher and Buy-A-Brick programs
- Other duties as assigned

WE ARE LOOKING FOR CANDIDATES WHO ARE:

- Creative, conscientious, well organized, detail oriented, collaborative and flexible
- Able to set priorities to complete multiple projects with overlapping deadlines
- Self-motivated
- Excellent in verbal and written communications skills
- Discrete in dealing with donors and gift solicitations
- Supportive of public education, with an understanding of Washington Township Schools as a plus

Experience with Microsoft Office and Google platforms is expected. Candidates must be able to communicate and interact professionally with staff and various members of the WT public, including parents, students, teachers, building-level and central office administrators, and community patrons.

EXPERIENCE AND OR EDUCATION:

Proven work experience, paid or unpaid in event coordination or related field. Bachelor's degree or related education appreciated but not required.

HOW TO APPLY:

If you think this position is a fit for you, you can apply at this [application link](https://smr.to/p89164).
(<https://smr.to/p89164>)

HOW TO APPLY:

Application deadline: 11:59pm May 21st, 2023

Application reviews: May 22nd- 31st, 2023

Notification of interviews: June 1st, 2023

If you have questions, please don't hesitate to reach out to Emily Kaiser, Executive Director at ekaiser@msdwt.k12.in.us