



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

MERCY HIGH SCHOOL
Farmington Hills, MI
INVITES APPLICANTS FOR THE POSITION OF
FULL-TIME SPECIAL EVENTS MANAGER

Join our highly committed team of Mercy educators who have a passion for Catholic education and a willingness to inspire our students to become “Women Who Make A Difference.”

MERCY HIGH SCHOOL

Mercy High School is a sponsored ministry of the Institute of the Sisters of Mercy of the Americas and is a member of **Mercy Education**. Compelled by our Catholic faith and the spirit of the Sisters of Mercy, Mercy High School is a premier college preparatory school that educates and nurtures young women of diverse backgrounds to excel academically, serve compassionately, and lead courageously. Our work embodies the Critical Concerns of the Sisters of Mercy and the Mercy Education Core Values: *Compelled by Mercy; Educational Courage; Inspired By Faith; Principled Leadership; Voice For Dignity and Respect.*

Mercy High School commits to a climate and culture that are deeply rooted in:

Academic Excellence | Collaboration | Diversity | Innovation | Integrity | Leadership | Respect | Sustainability

Mercy High School is a racially, ethnically, and economically diverse student body of approximately 600 young women. Our commitment to diversity, equity and inclusion is reflected in our policies, curriculum, and extracurricular activities which align to the Sisters of Mercy Critical Concerns of *Racism, Immigration, Women’s Issues, Care for the Earth and Non-Violence.*

POSITION DESCRIPTION

Special Events Manager

Mercy High School in Farmington Hills is seeking a seasoned Special Events Manager to join our dedicated Mission Advancement Team and oversee a diverse portfolio of events that advance our mission. Under the direct supervision of the Director of Advancement, the Special Events Manager will be responsible for planning, executing and fundraising for the Advancement Office’s signature events such as the Maroon & Gold Raffle, Make A Difference for Mercy Golf Outing and Annual Auction. The Special Events Manager will manage all financial reporting, budgeting and project management, as well as facilitating volunteer planning committees, in-kind donation solicitations, vendor relations and stakeholder management for each signature event and will serve as a support role for all other department events as needed.



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

The ideal candidate will be a motivated self-starter, customer service oriented, and highly organized with a keen attention to detail. We are looking for someone who believes in Mercy High School's mission and will demonstrate exceptional drive to further our existing fundraising efforts and help strategize and deliver new ones.

JOB RESPONSIBILITIES

Planning and Logistics

- Create a detailed project plan for each event and communicate regularly with key stakeholders to ensure deadlines are met.
- Oversee event budgeting, results analysis, and vendor contract negotiations.
- Manage on-going lists of prospects, invitees, attendees, sponsors, staff and volunteers.
- Recruit and engage event committees, co-hosts, chairs, volunteers and staff.
- Work with the Business Office to reconcile event donations, registrations and sponsorships.
- Partner with the Advancement Assistant to ensure timely updates to the donor database reflecting donations, sponsorships and gifts-in-kind.
- Prepare event debriefs to analyze each event's opportunity for improvement.

Communications

- Develop event marketing materials such as invitations, signage, menus, programs, etc.
- Create presentations and talking points for the President, Principal, Auctioneer and other event leaders.
- In partnership with the Communications Director, produce, publish and distribute event social media and emails.

Fundraising

- Solicit and secure event sponsorships and in-kind donations in partnership with the Advancement Department Directors.
- Prepare budgets and provide regular progress reports to the Advancement Team and Event Committees.
- Partner with the Advancement Assistant to ensure timely and appreciative acknowledgements for all event donors, participants, sponsors and supporters.

KEY QUALIFICATIONS/REQUIREMENTS

- A minimum of three years experience in fundraising, special events, and/or marketing experience.
- Proven track record of generating revenue from events.
- Familiarity with fundraising campaigns, stewardship processes, non-profit or board management, and/or accounting processes.
- Flexible and creative problem solver.
- Self-starter, with a strong attention to detail and ability to multitask.
- Experience with Raiser's Edge and OneCause.
- Excellent interpersonal, written and verbal communication skills with an interest and focus on customer service.



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

- Ability to lead and motivate colleagues and volunteers.
- Bachelor's degree in communications, business, public relations, or a related field.
- Strong interest in 9-12 education, and specifically for Mercy High School.

Applicants should visibly demonstrate a willingness to expand their knowledge and engage in professional growth opportunities in all areas including Diversity, Equity and Inclusion, attend a Protecting God's Children workshop and complete a background check.

Interested candidates are invited to send a letter of interest and resume for immediate consideration to J'aime Law, Fundraiser & Database Director, at jlaw@mhsmi.org. Applications will be reviewed on a rolling basis, and this job posting will remain open until filled.

Mercy High School is an Equal Opportunity Employer and considers all applicants for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider an applicant's religious affiliation in its employment decisions consistent with State and Federal law.