TITLE:	Coordinator of Special Events and Alumnae Relations
ORGANIZATIONAL UNIT:	Professional Staff: Institutional Advancement
REPORTS TO:	Director of Institutional Advancement
FLSA:	Exempt, 12-month
DATE:	September 11, 2026
PURPOSE:	Event Planning and Alumnae Relations
SALARY:	$60,000-$65,000

The Coordinator of Special Events and Alumnae Relations is responsible for developing strong relationships between *The* Catholic High School *of Baltimore* its alumnae and constituents in order to promote the mission of the school, foster a sense of community, and generate financial support. The Coordinator works in concert with the Director of Institutional Advancement and President and acts as point person at special events.

DUTIES/RESPONSIBILITIES:

- Plan, implement and oversee all special events through the Office of Institutional Advancement to include the 21 Club, the Annual Gala, Wine Tasting, Spring Fling, Golf Outing, and alumnae events and manage the logistics for all.
- Maintain Raiser's Edge database, as appropriate.
- Assist with recruitment and management of volunteers.
- Any other reasonably related duties as may be assigned by the Director of Institutional Advancement and President.
- Provides strategic oversight for largest fundraising and stewardship events, ensuring excellence in event execution, donor experience, and measurable philanthropic outcomes.
- Serves as primary liaison to event fundraising committees, providing strategic guidance to advance sponsorship and philanthropic objectives while ensuring alignment with organizational goals.
- Plans, implements, and evaluates a comprehensive special events strategy aimed at meeting or exceeding annual fundraising and engagement targets, tracking progress, and adjusting approaches as needed to maximize results.
- Leads all aspects of event management, including budget development and oversight, timeline and production planning, vendor and contract management, sponsorship fulfillment, volunteer engagement, and post-event analysis and reporting, ensuring events are executed on time, within budget, and achieve desired fundraising and engagement outcomes.
- Cultivates and manages strategic partnerships with corporate sponsors, community leaders, donors, and key stakeholders to expand support, increase visibility, and strengthen long-term engagement.

- Ensures accurate donor and event record management within Raiser's Edge, including gift documentation, and sponsor tracking.
- Performs other duties as assigned to support the goals and mission of the school.

EMPLOYMENT STANDARDS:

- Must be able to: work and relate effectively with culturally diverse populations; respond appropriately to the needs of alumnae, supporters, students, their families; staff, the Board of Trustees and other constituents.
- Must have the ability and willingness to accept supervision and work within the policies and procedures of the school and remain flexible to the changing needs of the department and school.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor's degree in business, communications, marketing, or a related field.
- Five (5) years' professional experience in event planning.
- Three (3) years' professional experience in fundraising.
- Demonstrated proficiency using Raisers Edge or comparable customer relationship management (CRM) software to manage donor records, track fundraising activity, and maintain accurate, up-to-date data.

REQUIRED PROFESSIONAL SKILLS & ABILITIES:

- Demonstrated ability to develop, cultivate, and maintain effective working relationships with internal and external constituents.
- Displays excellent organizational skills and meticulous attention to detail, ensuring accuracy and efficiency.
- Demonstrated ability to take initiative and follow through on projects and develop policies with solid judgment.
- Demonstrates accountability by working independently, requiring minimal direction or supervision
- Applies strong critical thinking and problem-solving skills to navigate challenges and make informed decisions.
- Effectively prioritizes tasks and delegates activities as appropriate to ensure optimal workflow and productivity.
- Acts with discretion, tact, and professionalism in all situations, maintaining confidentiality and integrity.
- Requires proficiency in using computer systems and software relational database applications to perform job function, including but not limited to, basic Windows PC, web browsing (i.e., Chrome, Internet Explorer, etc.), and Microsoft Outlook. Knowledge of other Microsoft Office applications, such as Word, Excel PowerPoint, Teams, and OneDrive is preferred.
- In addition to the responsibility of showing competency in the assigned area, each employee is to maintain loyalty to the mission and policies of the school so that the ultimate objectives of the school can be carried out. Frequently, it is not the school policy in itself that guarantees a well-run school, but the consistency with which that policy is upheld by the Administration, Faculty and Support Staff. Hence each employee will be held responsible for all directives and policies found within the school handbooks.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

- Flexibility may be required to work beyond standard hours, including weekends and holidays, as needed.
- Position requires long periods of sitting, and intermittent standing. The incumbent must be able to move freely throughout the building, travel efficiently between the school and nearby locations in a timely and efficient manner and lift 10-20 pounds infrequently.

The Catholic High School *of Baltimore* provides a quality, college preparatory education, rooted in the Franciscan tradition for young women. Catholic High challenges its young women to academic excellence, responsible leadership, and Christian community service. The school is sponsored by the Sisters of St. Francis of Philadelphia since 1939.

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Please email your letter of interest, resume, salary requirements, and three references to Ms. Natalia Mistichelli, President, at nmistichelli@thecatholichighschool.org. No phone messages please.