Job Title: Director of Special Events
Department: Advancement
Reports to: Director of Development
Status: Salaried/Exempt, Professional Staff, Full-time, Benefited

SUMMARY
The Director of Special Events is responsible for the management and execution of Webb’s internal and external community events, including those that are hosted by or include the Head of Schools. They will develop the full calendar of events for both The Webb Schools and assist with the larger annual events for the Raymond M. Alf Museum of Paleontology, with particular emphasis on planning for the events related to the Centennial Campaign.

MISSION AND COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING
The Webb Schools are committed to fostering an inclusive school community characterized by openness, acceptance, and empathy, where all members are valued, respected, and supported. Our community is strengthened by the diverse views, beliefs, backgrounds, and experiences of our students, faculty, staff, and alumni. Embracing diversity in all its many forms is essential to our mission: in particular, our call to provide an exemplary learning community that nurtures future leaders who will act with honor and moral courage and serve with a generous spirit. For more on our values and commitment to DEI initiatives, click here.

RELATIONSHIPS
The Director of Special Events reports directly to the Director of Development and is a member of the Advancement Office. This position interacts with volunteers, administrators, faculty, staff, students, vendors, and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Must be able to successfully perform the following duties and other duties as assigned and necessary:

- Lead and manage Webb’s major external events and programs, and their budgets, including: Alumni Weekend, Parents Weekend, Regional/International Events, Stewardship Events, Affiliates Benefit, the Peccary Society Dinner, and events hosted by or including the Head of Schools. This includes events that are unique and specific to the Centennial Campaign.
- Lead and manage Webb’s major internal events, and their budgets, that actively include Webb parents and families, including: Start of Year and Orientation and End of Year events, including Commencements. Provide logistical support for internal events in coordination with academic administrators.
- Audit existing events and examine options for event innovation including technology.
- Develop and monitor each task related to the successful execution of each event including a detailed “run of show” to be shared with all other individuals involved.
- Manage new and existing vendor relationships.
• Serve as a liaison between the Advancement Office, the Communications Office and other school departments as well as the Calendar Committee and other school-related programming committees.
• Recruit and manage event volunteers and over hire staff for larger community events.

OTHER RESPONSIBILITIES
• Evening and weekend work required.
• Create and manage event communications both in print and online including: save-the-date cards, invitations, programs, signage, correspondence, and more.
• Work with the Database manager to track event attendees, maintain and update RSVP lists before and after events.
• Prepare VIP donor profiles at the direction of the Director of Development.
• Create and manage, with the Communications Office, calendar content related to events.
• Manage, as needed, the procurement of speakers/entertainers for external events. Manage the procurement of gifts given by the school.
• Other duties as assigned.

PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF
• Contributes to the delivery of the mission, vision, and values of the school community.
• Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
• Follows community policies and procedures and models positive behavior.
• Works effectively as a team member and develops professional and productive relationships with colleagues.
• Understands boundaries and embraces responsibility for the care of students in loco parentis.
• Promotes a trust-based community by keeping appropriate confidences.
• Manages time effectively and meets deadlines and commitments.
• Communicates and responds to all school communications in a timely manner.
• Exhibits flexibility and adaptability to change as needed.

EDUCATION, EXPERIENCE, AND SKILLS
• Minimum of 3 years of event management and/or development experience preferred.
• Ability to work well under pressure and be responsive to deadlines.
• Excellent planning, organizational, analytical, and communication skills.
• Creative vision for designing and implementing innovative virtual, hybrid, and live events.
• Great attitude and willingness to assist wherever needed.
• Ability to manage several projects simultaneously.
• Work well in a team environment.
• Accomplished in Microsoft Office, Zoom Webinar, Raiser’s Edge, Constant Contact, or other online communication management tools.
• Strong aptitude for technology.

OTHER REQUIREMENTS
A valid California driver license with a satisfactory driving record is required. A criminal background check is required and must be successfully completed before employment can begin.

PHYSICAL REQUIREMENTS
The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

OTHER SKILLS
Given the responsibilities of leadership, specific duties, and authority vested in this position, the counselor must communicate well, verbally and in writing, and possess strong analytical skills in order to make informed decisions. Effective interpersonal skills are required to manage personnel and students, solve problems, and represent The Webb Schools in the external community.

COMPENSATION PHILOSOPHY
Anticipated annual salary range: $80,000 – 85,000
• The Webb Schools offer competitive compensation. In setting position ranges, Webb reviews numerous factors including industry data from NAIS, CAIS, NBOA, and other market data.
• Webb believes a strong benefits package is important for employee stability and retention. Benefits include highly subsidized health plans, robust retirement contributions, and tuition remission.
• Webb allocates substantial resources to growth and professional development, including funding for advanced degrees, curriculum development, industry conferences and workshops, and other academic and pedagogical pursuits.

Interested candidates should send their cover letter and résumé to:

Danielle Gordon, Director of Development
careers@webb.org
Fax: (909) 482-5272

This position is “at-will”. This means that both Webb and the hired employee have the right to terminate the employment relationship at any time, with or without advance notice, and with or without cause. There is no employment contract, actual or implied.

The Webb Schools are an Equal Employment Opportunity Employer. We are committed to providing equal employment opportunities and do not discriminate based on perceived or actual race, color, national or ethnic origin, religion, sex, pregnancy (or any related conditions), age, marital status, military or veteran status, medical condition, gender/identity/expression, sexual orientation, or any other characteristic protected by state or federal law. www.webb.org.