



Job Description

Title: Director of Special Events

Reports to: Director of Development

Qualifications: Bachelor's degree
2+ years' experience coordinating major special events, preferred

Organizational Overview

Founded in 2002, Yellowstone Academy's mission is to be *the* premier school in Houston's inner-city. This year, we are serving nearly 350 students in preK-3 through 8th grade, and another 77 alumni. Yellowstone's model is unique: we are a faith-based private school, serving students from communities where there is no access to strong educational opportunities. With an average class size of 16 to 18 children, our students experience a rich academic and co-curricular model, while receiving free bus transportation, two free meals a day, and access to a comprehensive student support program. We operate on a Third Ward campus built in 1927 that is less than half a mile from downtown Houston.

Teachers will be supported by a school leadership model that includes an Executive Director, Director of Academics, and Dean of Students. We are building an incredible team of educators—and we invite you to join us. We provide a competitive salary/benefit package, there are no state testing requirements, and through our faith-based approach, you will have the opportunity to build lasting relationships with our students and families.

Primary Responsibilities

The Director of Special Events is responsible for Yellowstone's special events program including researching, creating, coordinating, and implementing all current and future Development-led events and activities.

Duties and Responsibilities include, but are not limited to:

- Serving as the Academy's lead for planning and executing all fundraising and stewardship events by:
 - Developing comprehensive plans and timelines for events;
 - Conducting post-event debriefings to evaluate successful elements and challenges encountered, incorporating that information into the planning and execution of subsequent events;
 - Overseeing the production of events, including content development, venue selection and site visits, collateral materials, data management, RSVP management, catering, volunteer coordination, and event-day logistics;
 - Preparing budgets and periodic progress reports for the Director of Development and event chairs;
 - Leading all event related meetings and ensuring proper communication with chairs and staff regarding event goals, responsibilities and follow-up;
 - Developing and maintaining high professional standards and procedures for production of events;
 - Maintaining exemplary relationships with event chairs and vendors while identifying appropriate new business relationships; and
 - Negotiating vendor contracts within strict budgetary parameters
- Coordinate Young Friends of Yellowstone (Y-FY) outreach and membership activities
 - Work with Director of Development to organize effort to acquire support from young professionals
 - Responsible for development and expansion of Y-FY group

- Research, plan, and implement special events as related to this group
- Assist with other development office responsibilities, as needed
 - Assist Director of Development with tours for donors/prospects as needed
 - Participate in development strategy sessions

Signature Fundraising Events:

Annual Breakfast/Anniversary Celebration- October

Love Brunch – February

Polo Party – April

Golf Tournament – May

Other Fundraising and Stewardship Events:

Angel Luncheon – April

Hosted Tours – throughout the year

Board and Executive Level Fundraising Receptions – throughout the year

Skills and Experience

Every employee at Yellowstone is committed to:

Smile First: be a positive presence on campus and extend a good-natured grace and enthusiasm in all personal interactions

Expect More: hold everyone (families, students, colleagues) to a high standard of excellence and never settle for anything less than a person’s best effort

Be Strategic and Innovative: anticipate and overcome challenges, be willing to ask the question “why?”, and constantly look for ways to enhance the Yellowstone experience

Lead by Example: demonstrate integrity in all circumstances, “walk the talk” to motivate others to excellence, and follow through on promises and commitments

Compensation and Benefits

Compensation will be commensurate with qualifications and experience. Yellowstone Academy offers a competitive benefits package that includes medical, dental, and vision insurance, a SIMPLE IRA program with employer matching, supplemental life and short-term disability insurance, and paid sick leave.

Application Process

To apply for this position, please complete an online application which can be accessed through the “employment” tab on the Yellowstone website at www.yellowstoneacademy.org. Yellowstone will notify candidates if they are selected for the next round of the application process. This process will include participating in a comprehensive interview process and teaching a sample lesson on campus.

Yellowstone Academy is a non-denominational Christian school and all employees must be professing Christians. Yellowstone Academy does not refuse to hire and does not release any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual’s race, color, sex, or national or ethnic origin. Nor does Yellowstone Academy limit, segregate, or classify its employees or applicants for employment opportunities or otherwise adversely affect the status as an employee because of the individual’s race, color, sex, and/or national/ethnic origin.