



# The Village School of Naples

## EVENTS COORDINATOR

Naples, FL

**START DATE: July 1, 2024 or sooner**

### ABOUT US:

**The Village School of Naples** is more than an institution; it is a vibrant community committed to shaping the future leaders of tomorrow. Our educational approach is rooted in hands-on experiences, fostering an atmosphere where creativity and curiosity thrive. We believe in a holistic approach to education, emphasizing not only academic excellence but also the development of character, empathy, and a lifelong love of learning. We are fully accredited by the Florida Council of Independent Schools (FCIS) and affiliated with the National Association of Independent Schools (NAIS). We are also members of the National Honor Society and most recently, we were recognized by the College Board's Advanced Placement (AP) program as a Platinum school. Platinum is the highest of four levels of distinction awarded to high schools nationwide.



### JOIN OUR TEAM AT THE VILLAGE SCHOOL OF NAPLES

The Village School of Naples is a private, co-educational, independent school offering pre-Kindergarten through twelfth grade students an innovative and impactful educational experience in an inclusive Christian environment. Our school faculty and staff are on a dynamic journey of growth, and we are excited to invite dedicated and passionate professionals to join our team for the 2024-2025 school year. At The Village School, we take pride in fostering an educational environment that values inquiry-based, student-centered learning. Our commitment is to empower and inspire students to become critical thinkers and innovative problem solvers in the face of challenges in our ever-changing world.

### ABOUT THE POSITION:

The Village School of Naples is seeking an organized, self-motivated, flexible professional with strong computer and communication skills to join the Advancement Team as the Special Event Coordinator.

The Village School values inquiry-based, student-centered learning aimed to empower and inspire students to create solutions to challenges faced in an ever-changing world.

The Special Event Coordinator maintains critical donor, alumni, and relationship information in the school's constituent database, and in other data sources as needed.

The Special Event Coordinator produces critical fundraising documentation as needed for impact, annual and performance reporting to external stakeholders, including donors, school and nonprofit organizations, accrediting agencies, and other entities as needed.

This position directly supports the Director of Advancement to create effective fundraising and engagement events. Key responsibilities include data guest management, management of online event sites, auction management, and event coordination.



## DUTIES AND RESPONSIBILITIES:

### Event Management

- Assists with planning, coordinating and implementing Advancement events, including, annual donor recognition events, spring fundraising event, golf tournament, alumni events, stewardship events and other advancement-related events as assigned; assist with logistical arrangements such as equipment rental; coordinates production elements, event rentals, and on-site event support.
- Works with and supports the needs of event chairpersons and other volunteers.
- Researches and proposes event venue options which vary based on event needs. Assists in the creation of event design boards and event proposals.
- Stays ahead of event trends and implements trends as appropriate.
- Perform other related duties as required and assigned.



## HOW TO APPLY:

The Village School has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Human Resources Director Tonya DuBois), a resume, and a list of at least three professional references consolidated as a single PDF document to Laura Sanchez, Recruiter, at [laura@dovetailedsourcing.com](mailto:laura@dovetailedsourcing.com).

If you are passionate about education, embrace innovation, and are ready to be part of a community that values gratitude, growth and collaboration, we invite you to explore opportunities at The Village School of Naples. Join us in our mission to prepare students for success in a rapidly changing world.

## Equal Employment Opportunity:

*We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, pregnancy, religion, disability/handicap, genetic information, sexual orientation, gender identity or expression, or any other protected status in accordance with the requirements of all applicable federal, state, and local laws.*

## Data Management

- Manages online auction, RSVPs, ticket sales, and attendees information using event software.
- Produces letters and envelopes for all purchases and/or donations made via event software.
- Runs weekly reports.
- Tracks and monitors event expenses and revenues.
- Protects confidential information.

## QUALIFICATIONS:

- Proficiency in the Microsoft Office products suite (Excel, Outlook, PowerPoint, Word).
- Experience with and knowledge of the principles and practices of event planning.
- Bachelor's Degree preferred.
- A self-starter, comfortable working independently.
- Excellent communication skills to include effective writing and interpersonal skills.
- Ability to prioritize, organize and perform multiple work assignments simultaneously and accurately in a detail-oriented environment.
- Ability to handle confidential, sensitive information with the highest degree of professionalism.

## WHY JOIN THE VILLAGE SCHOOL?

- **Innovative Teaching Philosophy:** We embrace an energetic and hands-on approach to education, providing our teachers and specialists with the freedom to inspire and be inspired by their students.
- **Collaborative Environment:** Collaboration is at the heart of our educational philosophy. We believe that together, we can achieve more, and our faculty actively engages in ongoing discussions about interdisciplinary S.T.R.E.A.M. (Science, Technology, Religion, Engineering, Arts, Math) and project-based learning.
- **Student-Centered Learning:** Our commitment to the whole student goes beyond academics. We strive to create an environment where every student feels seen, heard, and valued. Beyond academics, our students are known, nurtured, and loved.
- **Experiential Learning Opportunities:** As a teacher or learning specialist at The Village School, you will have the opportunity to contribute to student research and experiential learning, creating a classroom experience that extends beyond traditional boundaries.
- **Mission-Driven Community:** Our mission is clear – to provide an environment that empowers and inspires students to think critically and create innovative solutions. By joining The Village School, you become a vital part of a community dedicated to shaping the leaders of tomorrow.