



## POSITION DESCRIPTION

**Job Title:** Zephyrfest Coordinator

**Reports to:** Director of Fund Development and Community Relations

**Status:** .4 FTE

### Summary:

Performs and coordinates all functions related to Zephyrfest. This person will work closely with SMCHS principal, SMCHS Foundation, SMCS President, donors, alumni and volunteers. The primary focus of this position is to build strong relationships with the chairpersons, donors, sponsors and volunteers that create Zephyrfest each year. This person is the primary contact for donors, attendees, suppliers and supporters of the event.

### Qualifications:

The qualified candidate will possess astute marketing/public relations and organizational skills. A bachelor's degree in marketing, communications, public relations or a related field is preferred along with prior experience planning large events. It is also essential that the interested candidate have a strong belief in Catholic education, demonstrate excellent communication skills and foster an environment of inclusion. The individual must have the ability to plan, organize, develop, implement and interpret the programs, goals and objectives of Zephyrfest and SMCS. Excellent written and verbal communication skills with the ability to communicate with and serve all groups involved in making Zephyrfest a success each year. Also, being a skilled leader and problem solver with the ability to develop alternatives.

The position will develop and strengthen relationships with donors, supporters, parents, volunteers and the community. This will include but is not limited to:

- Responsible for all aspects of Zephyrfest.
- Lead all the committees and volunteers that are necessary to make this event a major success each year.
- Reserve dates, supplies and equipment with all needed suppliers for the event.
- Work with event management software.
- Communicate and coordinate aspects of the event with SMCS and SMCHS administration.
- Solicit donations and sponsorships for the event and coordinate the acceptance of donations that committee members have solicited.
- Work closely with a variety of vendors that provide services and supplies to the event.
- Promote and market the event to SMCHS and SMCS supporters and the broader community.
- Serve as a creative source for the event.
- Responsible for revenue, expenses and profit of the event.
- Review the event with administration, committees and volunteers to recommend measures to improve and enhance event each year.
- Coordinate with guests and complete all the delivery of items and handle reservations for vacations and events that are purchased or won at Zephyrfest.

*I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community.*

*I am able to perform the above duties with or without reasonable accommodations.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_