



**St. Theodore Guerin High School**  
15300 Gray Road  
Noblesville, Indiana 46062

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[guerincatholic.org](http://guerincatholic.org)

EMPLOYMENT OPPORTUNITY

## Director of Events and Sponsorships

St. Theodore Guerin High School, located in Noblesville, Indiana, is seeking an outstanding candidate to be the Director of Events and Sponsorships. The Director of Events and Sponsorships is a core member of the Institutional Advancement Team. This person will have the unique opportunity to make a significant and lasting contribution to Guerin Catholic through the planning and implementation of our 3 signature events, as well as providing our sponsors the opportunity to be involved as a partner with the school.

### Responsibilities

- Successfully plan, manage and execute the 3 major Guerin Catholic events each year including Providence Fund Dinner (September), Guerin Catholic Gala (February) and 100 Holes of Golf (June).
- Present sponsorship opportunities to interested corporate and family sponsors
- Manages the administration and logistics for all events which includes but is not limited to; event registration, negotiations and booking for venue contracts, event catering, supplies and audiovisual equipment, travel arrangements, event signs, event décor and necessary permitting
- Recruit and oversee all chairpersons, volunteer committees and committee heads
- Along with the Director of Institutional Advancement, develop and execute corporate sponsorship strategy
- Proactively manage event revenues and expenses, making adjustments to ensure revenue goals are achieved
- Work to create new and/or improve existing special events programming
- Participate in planning and execution of other special events sponsored by Guerin Catholic as assigned/necessary
- Collaborates with Marketing Department to develop event marketing strategy, including updates to social media, school and event websites
- Perform other duties and special projects as required from time to time

### Qualifications

- Commitment to the Guerin Catholic mission and vision
- Bachelor's degree with 3+ years relevant experience
- Excellent interpersonal and public contact skills
- Excellent written and oral communication skills, with high attention to detail and follow up
- Ability to work independently
- Ability to work with a diverse group of people
- Ability to develop good working relationships with all faculty and staff
- Ability to multi-task and work independently in a fast-paced environment
- Ability to work evenings and weekends as requested or required
- Willingness and ability to pitch in with various tasks & school events

Interested candidates should submit resume and cover letter to Nancy Eiker at [neiker@guerincatholic.org](mailto:neiker@guerincatholic.org) no later than June 24, 2016.

*St. Theodore Guerin High School is an Equal Opportunity Employer.*