



Monarch School Project Events and Community Engagement Manager

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

The Event and Community Engagement Manager will work closely with the Volunteer and Community Engagement Coordinator on in-kind donation drives, corporate engagements on and off campus, and community engagements. The position will also manage all of development's on and off campus events including Raise UP for Monarch, our signature fundraiser, and our annual art exhibition, Metamorphosis. In addition, the position will support the Director of Communications and Corporate Relations on scheduling meetings, arranging tours, and attending meetings with corporate prospects.

Reporting Relationship

The Event and Community Engagement Manager reports directly to the Vice President, Philanthropy; however, the incumbent will support all team members with specific assigned duties and must be able to communicate with other team members, staff, donors, families, and external stakeholders.

Supervisory Responsibilities

The incumbent in this position will not have any supervisory responsibilities.

Position Responsibilities and Responsibilities

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

Position Responsibilities

- Community relations: Coordinate, manage and lead tours for visitors/donors at school. Prepare materials, handouts, and packets for presentations, campus visits and meetings.
- Event Management: work closely with the Philanthropy Team on development related events. Solicit in-kind donations and auction items, serve as liaison to event sponsors to ensure proper follow up and

stewardship, manage event data entry, record keeping and ensure donor acknowledgements are processed.

- Utilize CRM software, Raiser's Edge, to update donor record and enter prospect "moves"
- Ensure timely processing of in-kind donation receipts and acknowledgements, maintain accurate donor records.
- Work with Development Manager to support and organize communications to in-kind donor prospects including segmented email lists using MailChimp, e-blasts, newsletters.
- Provide corporate prospect research support to the Director of Communications and VP of Philanthropy.
- Readily take action and manage duties with persistence and accuracy. Work as a team player, display a positive attitude, and step up to handle tough issues.
- Work cooperatively with others across the organization to achieve shared objectives. Partner with others to get work done. Gain trust and support of others.
- Gain insights into in-kind donors' needs. Build and deliver solutions that meet or exceed donor expectations.
- Other duties as assigned.

Track Record

- Ability to multi-task and manage priorities and workflow
- Strong organizational, problem-solving, and analytical skills
- Acute attention to detail
- Working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques
- Knowledge of Monarch School's vision and mission.
- Good organizational, analytical and critical thinking skills.
- Skills in maintaining confidentiality.

Education and Experience

- College diploma (two or four year) required
- A minimum of two years of progressively responsible administrative support, in a fast paced development/marketing/or sales environment.
- Excellent written and oral communication skills.
- Ability to multi-task and manage priorities and workflow.
- Strong organizational, problem-solving, and analytical skills.
- Ability to work independently and as a member of various teams.
- Highly proficient with office technology (Microsoft Office) and a variety of business applications (CRM databases).

Priority Accountability

- In-kind donations: solicitation, management, organization, storage, distribution, and stewardship of in-kind donors

- Community engagement: foster positive relationships with community partners, collaborate on co-produced events; provide support at engagements.
- Donor Relations: Manage donor stewardship and acknowledgements for all gifts received from in-kind donors, ensuring that all parties involved are appropriately acknowledged for their donations and/or engagement.
- Pipeline development: work closely with the development team to grow the prospect base for in-kind donations, reaching out to corporate partners and other service organizations for support.
- Marketing/Communications: ensure images/videos of community engagements are curated for social media and donor stewardship.
- Events: Manage annual fundraising events and ongoing monthly prospect cultivation events, including Tea and Tour and other on site and off site events.

Certificates and Licenses

A valid California driver's license is required.

COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing HR@monarchschoools.org as soon as possible.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employment:

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, hourly position, permanent with pay starting at \$27.00 to \$31.00 per hour.

Benefits include PTO starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “**Events and Community Engagement Manager**” in the subject line. This position will remain open until filled.