

Hamilton Southeastern Education Foundation
Manager of Events and Engagement



Since 2001, the Hamilton Southeastern Education Foundation (HSEF) has existed to enhance educational opportunities, inspire excellence, and engage the community to foster a legacy of achievement. Our team is focused on making a daily and meaningful impact for the school district. This means collaborating across the district providing proactive support to fulfill this mission while encouraging and inspiring innovation. Teamwork is valued highly, as no one person owns a specific work area, committee, or process. We expect all employees to assess their contributions and how they can best benefit every school, every grade, and every student each day.

Position Summary:

The Manager of Events and Engagement is an important community outreach position with a focus on HSEF event operations and alumni engagement. This position will have responsibilities related to both fundraising and logistics of the Foundation's special events as well as communicating with and supporting HSE Schools alumni engagement efforts. The position is part-time (20-25 hours/week @ \$18+/hour) with flexible scheduling and remote work opportunities. It is a non-exempt position reporting to the Executive Director.

Essential Duties and Responsibilities:

- Work with fundraising event committees and volunteers to budget, plan and execute annual events (Mudsock VIP each fall and Game Day each spring) and alumni activities (Reunions, Networking events).
- Coordinate and execute other special events, receptions, friend-raising events, and mixers as assigned.
- Research and implement initiatives that engage alumni and keep them connected to the district.
- Support and coordinate class reunions, Homecoming events, and alumni recognition (ex. Hall of Fame) activities on behalf of the foundation.
- Develop content for monthly newsletters, web site, and social media for events and the Tigers Royals Alumni Network.
- Manage database functions, directory data, mailings and correspondence related to alumni network.
- Provide support to the Director of Communications and Programs through generating annual content for alumni features and increasing brand awareness of Foundation and alumni network.
- Support overall organizational fundraising efforts, corporate solicitation, and donor engagement in partnership with Executive Director and Director of Operations.
- Perform other duties as required.

Position Qualifications:

- Experience developing and executing non-profit and/or fundraising programs.
- Excellent organizational and communication skills, written and verbal.
- Ability to work independently, proactively and under deadline pressures.
- Proven initiative, creativity, and problem-solving skills.
- Familiarity with HSE Schools and the Fishers community.
- Strong attention to detail.
- Proven project management skills and experience.
- Ability to work extra hours, as needed, during peak times (events, deadlines, etc.).
- Computer proficiency including Microsoft and Google platforms, and social media.