



PORTSMOUTH ABBEY SCHOOL

Title: Special Events Coordinator & Development Assistant
Department(s): Development
Reports to: Director of Special, Centennial and Campaign Events
FLSA Status: Full-time, Exempt, Staff

About Portsmouth Abbey School:

Portsmouth Abbey School is a coeducational Catholic boarding and day school for grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island's Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. The School is known for its mission to help young men and women grow in knowledge and grace through its purpose-driven education in the Catholic intellectual tradition and a values-based community that embraces faith while nurturing reverence for God and the human person, love of learning, and commitment to community life. The Abbey's 350 students are encouraged to engage passionately in academic and intellectual pursuits, innovative electives, service to others, and athletic and artistic endeavors. The School's approach to college preparation is designed to inspire the next generation's leaders, stewards, innovators, and problem solvers while instilling a desire to serve the common good.

Job Summary:

The Special Events Coordinator and Development Assistant plays a key role in supporting Portsmouth Abbey School's Development Office by assisting in the planning and execution of fundraising events, helping coordinate the School's Centennial Year-long celebration, and providing general administrative support. This entry-level position offers a unique opportunity to contribute to support high-profile events and initiatives, while ensuring efficient operations within the Development Office. The role will be critical in lending support to celebrate Portsmouth Abbey's 100-year legacy and engagement with alumni, families, and the broader community.

Responsibilities:

Centennial Event Planning and Execution:

- Support the planning and execution of Portsmouth Abbey's Centennial Year-long celebration, assisting in the coordination of signature events, regional gatherings, and on-campus activities.
- Assist with logistical details for Centennial events, recording registrations, printing and assembling invitations, creating nametags, and setup to create a seamless experience.
- Support collaboration with vendors and campus partners to support event needs, ensuring alignment with Portsmouth Abbey's traditions and standards.
- Help ensure each event reflects the School's Benedictine values and legacy while fostering engagement with alumni, families, and friends.

Event Coordination and Management:

- Assist in coordinating other fundraising and stewardship events, including donor receptions and community-building events, ensuring that each event aligns with the School's strategic objectives.
- Help maintain event timelines, track budgets, and ensure smooth event operations, particularly related to the Centennial events.
- Assist in overseeing logistics for volunteer and staff coordination, ensuring clarity of roles and responsibilities during events.

Administrative Support:

- Provide general administrative assistance to the Director of Special, Centennial and Campaign Events and the Development Office team, including managing schedules, preparing meeting materials, answering phones, and handling correspondence.
- Assist with invoicing and maintaining accurate event records.
- Enter event information into Raiser's Edge and maintain accurate updates.
- Assist with preparing reports and communications, including thank-you letters, impact reports, and event invitations.
- Performs additional responsibilities as required to support the team's objectives and needs.

Marketing and Promotion:

- Support the Communications Office in helping develop marketing strategies for the Centennial events, including social media campaigns, email outreach, and print materials.
- Help maintain and update content on the Development and Alumni Affairs section of the website, ensuring it reflects the Centennial celebrations.
- Assist with promotional efforts for Centennial events, ensuring alignment with the School's messaging and goals.

Qualifications:

- Experience in boarding schools preferred but not required
- Bachelor's degree or equivalent work experience.
- At least one year of experience in event coordination or administrative support, preferably in a nonprofit, educational, or event-planning setting.
- Strong organizational skills and the ability to manage multiple tasks and deadlines effectively.
- Proficiency with Microsoft Office Suite; experience with donor management software (e.g., Raiser's Edge) is a plus.
- Excellent written and verbal communication skills.
- Ability to work both independently and as part of a team.
- High attention to detail, with a professional approach to all tasks.
- Willingness to work evenings and weekends as required by Centennial events and other development activities.
- Desire to be engaged in a Catholic residential community
- Alignment with the School's mission of helping young men and women grow in knowledge and grace
- Ability to work flexible hours and travel, including evenings and weekends

Other Qualifications:

All prospective employees must be able to clear a background check prior to beginning employment.

Salary: Commensurate with experience and education.

Benefits:

403b

Health/Vision insurance

Dental Insurance

Life Insurance

Short-term disability (TDI)

Long-term disability

AD&D

Employee Assistance Program

Tuition Remission

Contact:

Interested applicants should email resumes and cover letters to hr@portsmouthabbey.org.