

## **YES Prep Public Schools Special Events Project Coordinator**

**REPORTS TO:** Chief Advancement Officer

**POSITION TYPE:** 12-month

**START DATE:** July 1, 2022

**COMPENSATION:** \$50,000 - \$60,000

### **EVERY OPPORTUNITY STARTS WITH A YES**

Great schools begin with great people who believe every day is an opportunity to make a difference. At YES Prep, you have an opportunity to join a family of diverse educators who are leveling the playing field by providing opportunities for a high-quality, college- forward curriculum while also ensuring our students feel supported through their academic journey and empowered to lead choice-filled lives. YES Prep is more than a family of public charter schools, it's the future of public education—it's an opportunity to say, "Yes, you can!"

Our campuses are advancing educational equity. Some quick stats about us:

- 17,000 Students
- 1,800 Team Members
- 18 Secondary Campuses
- 6 Elementary Campuses
- 91% Students Who Qualify for Free/Reduced-Price Lunch
- 94% Hispanic & African-American Students
- 90% Students Who Are Accepted to a 4-Year University
- 88% First-Generation College Students
- Top 100 High Schools in the Nation, U.S. News & World Report

We serve the students of Houston, Texas, the 4th largest city across the United States. There are over 20 public-school districts and other great public charter school options, like KIPP Texas-Houston and IDEA Public Schools, within Houston's city limits serving our increasing population. We are a rapidly growing organization, committed to creating life-changing opportunities for over 22,000 students by 2025.

The Special Events Project Coordinator is an essential member of the YES Prep Advancement (development) team. We seek someone who is dynamic, hard-working, organized, flexible, team-oriented, and able to engage in all aspects of development including event management; donor relations and communications; individual, foundation, and corporate giving; and more.

The ideal candidate will have a proven ability to meet tight deadlines and communicate effectively with all levels of staff, management, and volunteers. Must be a quick and productive multi-tasker able to anticipate department needs. The candidate must be an independent problem solver and remain poised in a fast-paced environment.

### **THE ROLE**

When you join the YES Prep team, some of the exciting work and responsibilities will include:

- Provide event support for YES Prep's two signature fundraising events
- Provide event support for Senior Signing Day
- Provide event support for YES Prep's Advisory Council meetings

- Serve as project manager for Change Makers, YES Prep's staff giving program
- Serve as project manager for the Giving Tree, YES Prep's student holiday wish list gift giving program
- Serve as the project manager for the Kinder Excellence in Teaching Award (KETA) dinner.
- Provide administrative support to a range of activities to steward and cultivate YES Prep donors
- Responsible for supporting the advancement team by providing overall administrative support for the department
- Collaborate with the entire Advancement team toward achieving overall team goals
- Provide administrative support to the Chief Advancement Officer, including calendar and email management, meeting preparation, note taking and follow-up
- Monitor the department's budget and expenses through MUNIS
- Responsible for confidential and time sensitive material
- Serves as a teammate of the support team that reports to YES Prep's Chief Executive Team
- Additional duties as assigned

### **THE PERSON**

We seek staff with diverse backgrounds, talents, interests, and ideas. Certain traits consistently shine through for our most successful employees: passion for the mission, drive for results, care for students, and resilience. Other traits needed and desired for this role are:

#### MUST HAVES

- Bachelor's degree
- At least three years of experience in event planning in a fast-paced corporate and/or non-profit setting
- Impeccable attention to detail, exemplary organizational skills, and a strong ability to maintain confidentiality.
- Ability to establish priorities, manage shifting priorities, and handle numerous time-sensitive projects with multiple deadlines
- Excellent written and verbal communication skills
- Belief in and commitment to the mission and core value of YES Prep Public Schools
- Openness to giving and receiving frequent feedback
- Ability to work urgently in a fast-paced and results-oriented environment
- Creates and maintains positive working relationships on a team and/or in a highly collaborative environment
- A dedication to learn, grow, and develop as a professional

#### THE BONUS POINTS

- Experience working in a development office
- Experience working with a CRM (constituent relationship management) database
- Proficient in Microsoft Office suite

### **THE PERKS**

- **Compensation** – This position is an exempt, salaried position; offers commensurate with experience.

- **Health and Supplemental Insurance** – A \$0 monthly medical option that includes \$600 towards a Health Savings Account, in addition to a variety of supplemental benefits including Dental, Vision, Disability, Life, etc. Employees must work 20+ hours a week to be eligible for a full spectrum of benefits, and 10 hours a week minimum for medical benefits.
- **Retirement Plans** – Participation in [Teacher Retirement System of Texas](#) and a [457b Retirement Plan](#).
- **Paid Time Off** – Employees working 20+ hours a week receive 15 days of Paid Time Off in addition to the system closures during the [Academic Calendar](#).
- **Paid Leave Programming** – In the event you need to be out due to medical needs (including maternity and paternity leave), YES Prep offers paid leave, paid out at 100%, based on eligibility and tenure.
- **Professional Development** - YES Prep values longevity and performance over time. We invest in developing leaders through high-quality programs, effective coaching, and ongoing [professional development](#).
- **Award Winning Culture** – The strong cultures of our campuses and Home Office are just one of many reasons we were named [Houston's Best Place to work](#) in 2018, 2019, and 2021. We won the [2012 Broad Prize for Excellence in Urban Education](#) and were a 2016 finalist as well.

TO APPLY ONLINE, CLICK [HERE](#)

## **WE ARE DEEPLY COMMITTED TO EQUITY & DIVERSITY**

YES Prep strives to recruit a diverse team of leaders. We believe there is a transformative academic and social benefit for students when their teachers and leaders reflect a diversity of backgrounds. Ninety-five percent (95%) of staff members agree that the organization provides a welcoming environment given their background and identity according to our latest system survey.

YES Prep is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood.