

Diocese of Nashville

<https://dioceseofnashville.com/job/annualgiving-and-events-coordinator/>

Annual Giving and Events Coordinator

Description

The Annual Giving and Events Coordinator supports the mission of Pope Saint John Paul II Preparatory School by coordinating the school's annual giving program and advancement-related events. The coordinator helps build a culture of philanthropy among alumni, alumni and current parents, grandparents, faculty, staff, and friends of the school while ensuring that events are well organized, welcoming, and reflective of the school's Catholic identity. The successful candidate will be highly organized, attentive to detail, comfortable managing multiple projects, able to work both independently and collaboratively, and possess excellent written, verbal, and interpersonal communication skills. The ideal candidate will be a practicing Christian demonstrating a life consistent with Church teachings as a visible Christian leader both on and off campus, providing a personal witness to the Gospel through personal and professional conduct.

Essential Responsibilities:

Annual Giving Coordination

- Coordinate the planning and implementation of the school's annual giving program.
- Coordinate revenue-generating annual giving initiatives.
- Track annual campaign progress, participation rates, donor retention, average gift size, and other data points as requested.
- Assist in identifying opportunities and support efforts to increase annual giving participation among the school's constituencies.
- Record accurate donor intentions, contact information, preferences, and engagement history in the school's advancement database.
- Assist with donor research, list preparation, segmentation, and prospect identification.
- Ensure that donor, student, family, and financial information is handled with professionalism, discretion, and confidentiality.

Events Coordination

- Coordinate and execute the logistics of advancement department events from initial planning through completion.
- Prepare event timelines, budgets, checklists, guest lists, briefing materials, and conduct post-event evaluations to recommend improvements for future programs.
- Attend all advancement department events serving as onsite coordinator.

Requirements

Other Qualifications

- A Bachelor's or other degree is preferred.
- One to three years of experience in fundraising, event planning, alumni relations, nonprofit administration, communications, hospitality, or a related field is preferred.
- Proficiency with Microsoft Office, Google Workspace, email marketing platforms, and database systems such as donor databases, customer

Hiring organization

Pope Saint John Paul II Preparatory School

Job Location

Hendersonville, TN

Date posted

August 24, 2026

Valid through

21.11.2026

Please submit your application [here](#) in Paylocity..

relationship management systems, online fundraising platforms, or event-registration software.

Physical and Work Requirements

- Ability to work at a computer for extended periods.
- Ability to attend meetings and events throughout the school campus and at off-site locations.
- Ability to lift and transport event materials weighing up to approximately 25 pounds.
- Ability to work outside normal business hours for selected events and activities.
- Local travel will occasionally be required.

How to Apply

Please submit your application [here in Paylocity.](#)