

Diocese of Nashville

<https://dioceseofnashville.com/job/manager-advancement-events-volunteer/>

Manager of Advancement Events and Volunteer Engagement

Description

The Manager of Advancement Events and Volunteer Engagement will play an important role in strengthening the school's culture of engagement and philanthropy. Through strategic events, volunteer leadership, and oversight of the Parent School Network, this position will build meaningful connections between families, alumni, and friends of the school and its mission. These experiences will help create the foundation for long-term community involvement and future philanthropic support while expanding the school's volunteer leadership base. By coordinating events and engagement efforts across the Advancement office, this role will ensure that gatherings and volunteer opportunities are well executed and aligned with broader goals for donor cultivation, stewardship, and community participation.

The Manager of Advancement Events and Volunteer Engagement plays a key role in strengthening relationships across the school community through meaningful events and volunteer leadership. This position oversees the planning and execution of advancement and community events, leads the Parent School Network, and coordinates volunteer engagement.

Through events and volunteer opportunities, this role helps cultivate a strong culture of participation, belonging, and philanthropy among parents, alumni, and friends of the school. By creating positive and mission-centered experiences, the Manager of Advancement Events and Volunteer Engagement supports long-term engagement that leads to sustained community involvement and philanthropic support.

Requirements

Event Strategy and Management

- Plan and execute advancement and community events that engage parents, alumni, donors, and friends of the school.
- Support major fundraising and engagement events such as the Legacy Gala, Reunion Weekend, donor receptions, alumni gatherings, and special school celebrations.
- Manage event logistics, including venues, vendors, invitations, registration, volunteer coordination, and on-site event management.
- Work closely with the communications team to promote events through invitations, digital communications, and social media.
- Track event budgets, expenses, and participation, and assist with evaluating outcomes and community impact.
- Coordinate post-event follow-up, including donor stewardship and volunteer recognition.

Parent School Network Leadership

- Lead and coordinate the Parent School Network as the primary organization supporting parent engagement within the school community.
- Recruit and support parent volunteers who serve in leadership roles within the Parent School Network.
- Organize meetings, communications, and initiatives that encourage parent

Hiring organization

Father Ryan School

Job Location

Nashville, TN

Date posted

May 1, 2026

Valid through

31.07.2026

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participation in school life.

- Work with school leadership to identify ways the Parent School Network can support school priorities, events, and programs.
- Foster a welcoming environment that encourages parents to become active members of the school community and long-term supporters of the school.

Volunteer Engagement

- Recruit, organize, and steward volunteers who support advancement initiatives and school programs.
- Work with volunteer leadership groups, including event committees, alumni leaders, and parent volunteers.
- Provide clear communication, expectations, and support to ensure volunteers feel valued and engaged.
- Coordinate recognition and appreciation efforts that celebrate volunteer contributions to the school community.

Advancement Collaboration

- Work closely with the Advancement team to align events and volunteer efforts with broader engagement and fundraising strategies.
- Support donor cultivation and stewardship through strategic events and volunteer leadership opportunities.
- Maintain accurate records related to events and volunteer engagement in the advancement database.
- Assist with additional advancement initiatives and special projects as needed.

Community and Mission Engagement

- Serve as an ambassador for the school and its Catholic mission and values.
- Help create experiences that reflect the spirit and traditions of the school and strengthen community pride.
- Encourage meaningful engagement that connects families and alumni to the mission of Catholic education.

Qualifications

- Bachelor's degree required.
- 3–5 years of experience in event planning, advancement, nonprofit work, or volunteer management preferred.
- Strong organizational and project management skills with attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and deadlines.
- Experience working with parent organizations or volunteer groups preferred.
- Commitment to the mission and values of Catholic education.

Key Competencies

- Relationship building and community engagement
- Event planning and execution
- Volunteer leadership and coordination
- Organizational and time management
- Collaborative teamwork and communication

How to Apply

Apply with resume by [clicking here](#).