



LANCASTER
MENNONITE

Position Guide
**Development
Project & Event Manager**

Vision. LM's vision is to be a leader in the PreK – 12th grade educational experiences of excellence and character. Through local and global connections in a Christ-centered community, lives will be transformed and our world changed.

Mission. LM's mission is to provide PreK – 12th grade education in a diverse community that nurtures students to become creative and innovative learners who are prepared for college, career and life. Centered in Christ and committed to educational excellence, students are empowered to change the world through Christ-like love, peacemaking and service.

Core Values. LM's core values are that together we will change the world by:

- Seeking Jesus Wholeheartedly
- Living Compassionately
- Building Bridges of Peace
- Cultivating Global Citizens
- Nurturing Curiosity and Creativity
- Empowering Lifelong Learning

Summary of Position

The Development Project & Event Manager will report to the Director of Development and serve as a key project management resource for admissions, development, and marketing initiatives across Lancaster Mennonite School. They will project manage key initiatives, including giving campaigns, capital campaigns, keystone all-school events, and strategic initiatives within Development, Marketing, and Admissions, while serving as the primary event planner for signature fundraising events that enable LM to reach its annual fundraising goals.

Areas of Focus

Focus 1: Lead Strategic Project Management

1. Lead project management for major development initiatives, including giving campaigns, capital campaigns, and strategic initiatives within Development, Marketing, and Admissions.

2. Coordinate cross-departmental projects and timelines to ensure seamless execution of initiatives that align with LM's core values and strategic priorities.
3. Develop and maintain project workflows, project budgets, and reporting systems that support effective communication and accountability across all stakeholder groups.
4. Collaborate with the Director of Development, Director of Marketing, and Director of Enrollment to implement project priorities and resource allocation that maximize impact for LM's strategic goals.

Focus 2: Lead Event Planning and Execution

1. Plan, organize, and execute signature fundraising events, including World Changers Gala, Spring Celebration, Golf Tournament, and alumni reunions.
2. Recruit, coordinate, and maintain a strong volunteer system for events, providing appropriate recognition of volunteer efforts.
3. Guide event communication strategies to maximize participation and engagement, ensuring all messaging articulates LM's vision and values while encouraging community support.
4. Solicit event sponsors and gift-in-kind donations, including food, auction items, and services.
5. Develop and manage budgets for each fundraising event, tracking income and expenses in coordination with the Business Office.
6. Coordinate comprehensive event logistics, including venue management, catering, audio-visual needs, registration, and guest experience.
7. Conduct thorough event follow-up, including preparation of reports, recognition of sponsors and volunteers, and evaluation of event effectiveness.

Focus 3: Support Marketing and Communication

1. Support the Director of Marketing in LM's social media efforts, contributing to content creation and community engagement.
2. Attend school activities and events to capture authentic moments through photography.
3. Collaborate with the marketing team on promotional materials and communications for development initiatives.
4. Assist with the creation and distribution of development-related communications, including donor recognition materials, campaign updates, and stewardship reports.

Requirements and Qualifications

1. Participation in a local Christian church
2. Fully support LM's foundational documents (we are guided by and recognize the LM Core Values, Mission and Vision Statements, the LM 15 Faith Practices, the Confession of Faith in a Mennonite Perspective (1995), and ultimately, scripture itself) and our Anabaptist tradition.
3. Demonstrate a vibrant personal faith in Jesus as his disciple.
4. Excellent verbal and written communication skills, organization skills, and attention to detail with the ability to manage multiple projects simultaneously.
5. Familiarity or experience with Google Suite, project management, and donor relations software.
6. Ability to attend evening and weekend events as needed.
7. Bachelor's degree preferred.
8. Experience in project management and/or event planning is strongly preferred, with a demonstrated ability to coordinate complex initiatives successfully.
9. Experience with social media content development and management preferred.
10. Familiarity with Canva and/or graphic design.

Supervision and Organizational Structure

Position Reports to: Director of Development

Position Supervises: Event volunteers and temporary staff as needed

Position key collaborators: Director of Marketing, Director of Enrollment, System Office Administrative Assistant, Business Office, Administrative Team

Compensation & Benefits

- Hourly position with compensation based on candidate experience.
- Position may be structured as part-time or full-time depending on candidate's qualifications and availability.
- Benefits in alignment with FTE according to the employee handbook

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