



GOLDEN

CHARTER ACADEMY

GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT
GOLDEN,
PRESIDENT &
CEO**

BOARD OF TRUSTEES

*Dr. Ed González, Chair
Keshia Thomas, Vice Chair
Dr. Bard De Vore
Dr. Brad Huff
Ruth F. Quinto, CPA
Scott Barton
Isaiah Green*

*Golden Charter Academy
1626 W Princeton Ave
Fresno, CA 93705
(559) 293-3157
info@goldencharteracademy.org*

EXHIBIT A

Director of Events and Activities

Department: Administration
Supervisor: Chief Executive Officer
Status: Part-Time, Non-exempt
Salary: Begins at \$32,991 (18.25)– \$53,650 (29.67)
Reporting Days: 231 (Start 7/11/2023 – 6/23/2024 Stop)
Hours: 20-30 Hours a Week

The Director of Events and Activities will help plan, develop, implement, and analyze fundraising campaigns, marketing efforts, meetings, and related events.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required.

RESPONSIBILITIES

The following is a list of duties that are representative of the position and include but are not limited to:

- Plans, develops, implements, and organizes events and volunteers to advance the mission and goals of the company.
- Work closely with the CEO and fundraising campaign managers to plan and execute events for potential investors, including meetings, tours, and other engagement activities.
- Develop and implement special events, community relations campaigns, and marketing efforts to raise awareness and support for the charter school.
- Coordinate logistics, such as venue selection, catering, and audio/visual equipment, for events and meetings.
- Manage event budgets and timelines to ensure that events are executed efficiently and effectively.
- Maintain accurate records of event attendance, expenses, and outcomes, and provide reports as needed.
- Build and maintain relationships with community partners, sponsors, and volunteers to support event planning and execution.
- Utilize social media, email marketing, and other communication channels to promote events and engage with stakeholders.
- Attending meetings related to assignments.



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- Model a personal code of ethics aligned with GCA Mission and Vision
- Performs other related duties as assigned.

REQUIRED SKILLS AND ABILITIES

- Excellent organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Strong written and verbal communication skills, with the ability to effectively communicate with stakeholders of varying backgrounds and perspectives.
- Demonstrated experience in event planning and execution, with a focus on attention to detail and customer service.
- Knowledge of fundraising best practices and techniques for engaging potential donors
- Ability to work collaboratively with a team and independently with minimal supervision.
- Proficiency in Microsoft Office Suite and experience using event planning software and tools.
- Ability to work flexible hours, including evenings and weekends, as needed.

EDUCATION AND EXPERIENCE

- Minimum of 2 years of experience in event planning, community relations, marketing, or related field
- Bachelor's degree in communication, Public Relations, Marketing, or related field preferred.
- Experience working with a non-profit organization preferred.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Ability to stand or sit for extended periods of time and lift up to 50 pounds.
- Ability to work in a fast-paced environment with frequent interruptions and changing priorities.
- Must have reliable transportation and be able to travel to various locations for events and meetings.