

JOB TITLE: Alumnae Director | Marian High School

REPORTS TO:

Vice President for Advancement

JOB SUMMARY: The alumnae director is responsible for planning and executing alumnae activities, programs and publications that foster alumnae connections, involvement and support of the mission of Marian; and in conjunction with the vice president of advancement, identifies, cultivates, solicits and manages a portfolio of alumnae donors and prospects through personal visits and events.

ESSENTIAL JOB FUNCTIONS:

The director's primary responsibility is planning and executing alumnae activities, programs and publications that foster alumnae connections, involvement and support of Marian and includes the following:

Maintain ongoing program of stewardship of alumnae, involving personal outreach to alumnae donors and prospects on a regular basis. Research, update and maintain alumnae records to be entered in database software.

Design, plan and implement all alumnae events (including reunions and Golden Grad reunion weekend), strategically pursue new avenues for increasing alumnae involvement

Identify, cultivate, recruit and retain the Alumnae Board of Advancement to accomplish specific goals in building the alumnae program.

Create and distribute alumnae email communications and newsletters

Develop a coordinated communication and solicitation strategy involving email, direct mail, phone/mail, social media, personal visitation and volunteer engagement, all focused on shaping a sustainable tradition of annual alumnae support.

KNOWLEDGE AND SKILLS:

- Knowledge of Marian mission, policies, procedures and philosophy
- Organizational skills and ability to prioritize tasks
- Ability to demonstrate a cooperative and professional attitude
- Ability to manage financial budget, reporting to the vice president for advancement
- Ability to communicate verbally and in writing in a courteous and professional manner
- Work independently and self-motivated
- Good interpersonal skills and maintain confidentiality
- Ability to motivate volunteerism and lead the Alumnae Board of Advancement
- Work closely with marketing and communications team to assist in managing website and print production
- Conduct yourself in a professional manner at all times and be a good representative of Marian High School

EDUCATION AND EXPERIENCE

- Bachelor's degree