



Rowland Hall: Associate Director of Alumni and Donor Engagement

School Overview

Rowland Hall is an independent school in Salt Lake City serving 1,030 students in preschool through twelfth grade. Driven by our vision of inspiring students who make a difference, Rowland Hall sets the standard for teaching and learning excellence in a warm, inclusive environment where students form meaningful relationships that cultivate confidence and self-discovery. Transformational academic and co-curricular programs, including experiential learning opportunities, self-expression through the arts, and a competitive athletic program ensure students are challenged both inside and outside the classroom. We foster curiosity, compassion, and joy throughout the learning process and graduate young adults who know how to think critically and live with purpose.

Located near the base of the stunning Wasatch Mountain Range and adjacent to the University of Utah, a world-class research university and medical center, Rowland Hall attracts a diverse community of families. The school focuses on recruiting and retaining high-quality employees by offering extensive professional development opportunities, salaries that are competitive with local districts and market rates, and a close-knit, supportive community.

Position Summary

The Associate Director of Alumni and Donor Engagement is responsible for planning and implementing programs, projects, and events that strategically engage alumni and donors with the school.

Primary Job Responsibilities

- Planning, implementing, and promoting alumni programs that maintain/increase alumni engagement
- Working with the Director of Annual Giving to identify and cultivate alumni donors
- Working closely with the Alumni Association Executive Committee, arranging and attending all meetings
- Recruiting and working closely with the alumni class agents
- Establishing and building relationships with a wide variety of alumni, including planning and attending up to three out-of-town alumni reunions throughout the year
- Maintaining regular communication with alumni via social media, newsletters, email updates and print publications

- Communicating alumni stories, including: writing monthly articles for the schools online magazine, writing and updating web pages, contributing articles and donor lists for the Annual Report, and exploring other creative uses of electronic media
- Ensuring accurate and complete alumni database records
- Continuing to establish a culture of philanthropy among current students and young alumni
- Develop individualized donor stewardship and cultivation activities, including annual stewardship action plans for all major donors
- Manage scholarship reporting, including maintaining scholarship spreadsheet and writing annual reports to all scholarship donors and Foundations
- Developing recognition opportunities appropriate to Rowland Hall culture and individual donors
- Planning all school fundraising events, including: biennial Auction, Back to School Bash, Grandparents Day, donor cultivation events, stewardship events, and other events as determined by Director of Institutional Advancement

Skills and Requirements

- Bachelor's degree preferred
- Non-profit fundraising experience preferred
- The requirements listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:
 - Lift 20–25 lbs and move around equipment to prepare/clean up from events;
 - Attend evening and weekend events;
 - Exhibits sound and accurate judgment;
 - A positive outlook and willingness to be a part of a flexible team;
 - Excellent written and verbal communication skills;
 - Skills necessary to effectively use a variety of programs and software, including database programs (Veracross experience preferred);
 - Time management skills;
 - Confidentiality;
 - Support, participate, and value the school's strategic priorities.

Additional Details

This is a full-time, year-round, exempt position working in person on campus that reports to the Director of Institutional Advancement. The anticipated start date is November 1, 2022.

To apply, please send a cover letter and resume to Robyn Jensen at robynjensen@rowlandhall.org

For more information about the school, please visit rowlandhall.org.

Equal Employment Opportunity *Rowland Hall is an equal opportunity employer, and as such, believes that each individual is entitled to equal opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, gender identity, age, physical disability, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws. Rowland Hall's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.*