



JOB DESCRIPTION

Title:	Assistant Director of Alumni Relations
Reports to:	Director of Development
Primary Responsibility:	Lead a comprehensive Alumni Program
Work Schedule:	Full-time, 12-month
Classification:	Exempt Staff

Urban School of San Francisco seeks a highly motivated, strategic and detail-oriented Assistant Director of Alumni Relations to oversee all strategic alumni programming, communications and events that celebrate Urban alumni, deepen the School's relationship with alumni, increase alumni contributions to the School, and build upon the connections of alumni with one another. The assistant director will also supervise the Alum Faculty Ambassador. Specific responsibilities include the following:

Alumni Relations

- Manage Urban's volunteer Alumni Council and coordinate their networking, fundraising and special event efforts. Partner with the Alumni Council President on oversight of meetings and activities, and assist in recruitment, orientation and governance.
- Supervise Faculty Alum Ambassador to ensure high quality outreach and engagement with alums, as well as recruitment of alumni leaders and speakers.
- Develop alumni strategic plan and set annual goals and actions for the program.
- Create and support programs that engage alumni and enrich the educational experience of current students such as internships, career advice, mentoring, networking and the annual Junior Career Days.
- In partnership with the Assistant Director of Stewardship and Special Events, supervise and implement reunions, including the (every other year) All-Alumni Reunion Weekend, annual Recent Grad Reunion, as well as class reunions and regional reunions, such as New York and Los Angeles.
- Oversee and implement all alumni events throughout the year, such as the annual College Advice Panel to Urban Sophomores, Holiday Happy Hour, Recent Grad Reunion, Career Visit Days, Teach-Ins and UrbanReads with support from the Assistant Director of Stewardship and Special Events.
- Represent the School to alumni community and act as primary liaison with alums.
- Strengthen alumni support and participation in Urban's fundraising efforts. In partnership with the Director of Annual Fund and Campaigns, research prospects, write appeal letters, create messaging and solicitation materials and organize phone-a-thons.
- Design and implement Senior student Class Endowment Fund campaign effort in partnership with the Director of Annual Fund and Campaigns.
- Manage and implement calendar of all alumni communications.
- In partnership with the Communications & Marketing Department, oversee content for alumni section of website, Online Alumni Community, Facebook and LinkedIn, semi-

monthly *BluesNotes* e-newsletters to alums and once-per-term *This Term at Urban* e-newsletters to alum parents.

- In partnership with the Communications & Marketing Department, help maintain and collect archival materials and photos for historical use.
- Provide content for Annual Report.
- Oversee alumni program budget.
- Keep meticulous records of alumni contact, attendance, volunteering and news in database.
- Oversee day-to-day activities of Alumni Office including correspondence and inquiries.

Other

- Supervise student and alumni interns on various projects.

Qualifications

- Bachelor's Degree with a minimum of two (2) years of professional fundraising experience.
- Outstanding interpersonal skills and judgment to represent Urban both within and outside the school; develop and maintain effective relationships with donors, prospects and the Urban community, while maintaining appropriate confidentiality.
- Ability to write and speak persuasively; excellent written, verbal and computer skills; experience with Raiser's Edge software and social media preferred.
- Impeccable attention to detail.
- Demonstrated skills in planning and executing successful events.
- Outstanding organizational skills; initiate and complete multiple tasks on time with competing priorities and deadlines.
- Demonstrated talent for managing and inspiring volunteers.
- Ability to establish goals and action plans and to work effectively and collaboratively as part of a team to achieve goals.
- Strong self-motivation and high level of professionalism.
- Knowledge of and experience in an independent school preferred.

Special Requirements

- Travel, as well as some evenings and weekends are required.
- Ability to type and sit for long periods; ability to listen and transcribe notes.
- Ability to lift and carry 35 pounds.
- Valid California Driver's License.

Urban School of San Francisco is an innovative, coeducational high school, which seeks to ignite a passion for learning and to inspire its students to become self-motivated, enthusiastic participants in their education.

Salary will be competitive based upon experience and qualifications. A comprehensive benefits package is provided, which includes vacation, as well as medical, dental, life and long-term disability insurance, and the TIAA retirement plan.

To apply, please send cover letter and resume to Anna Lee, Director of Development at: jobs@urbanschool.org, noting the position title in the subject heading of your email.

Urban is an equal opportunity employer; the school actively encourages applications from candidates of diverse cultural and socioeconomic backgrounds.