

CARDIGAN MOUNTAIN SCHOOL

Alumni Relations Associate



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Overview

Cardigan Mountain School—founded in 1945—is a junior boarding and day school for boys in grades six through nine, located in Canaan, New Hampshire. The School seeks to employ individuals who will share our commitment to supporting the School’s Mission: To offer a close-knit community that prepares middle school boys—in mind, body, and spirit—for responsible and meaningful lives in a global society. Cardigan Mountain School offers competitive salaries and benefits in a rewarding work environment, and does not discriminate on the basis of race, color, creed, handicap, sexual orientation, or national origin in the administration of its educational policies or any other program governed by the School.

The Position

The Alumni Relations Associate will support the overall efforts of the Development Office by assisting the Director of Annual Giving and Alumni Relations in executing a long-term approach to engaging and/or re-engaging Cardigan’s alumni base with the goal of creating and fostering lifelong relationships between the School and its alumni. The Alumni Relations Associate will endeavor to increase alumni engagement, event attendance, alumni giving, and involvement of new alumni in institutional leadership roles.

This position will report to the Director of Annual Giving and Alumni Relations.

Responsibilities

Identify and Track

- Build relationships with current students by having a day-to-day presence on campus
- Utilize Raiser’s Edge software, the database manager and outside contractors to ensure our alumni database is as complete as possible
- Audit Raiser’s Edge alumni data regularly to identify areas for improvement
- Utilize Raiser’s Edge to track visits, contact notes, and other actions, so that data can be analyzed on an annual basis.

Educate/Cultivate

- Advance alumni programming with current students and parents by:
 - leading the annual senior class gift effort,
 - participating in the on-campus day of giving
 - having a student-facing presence on campus, and
 - selecting members of each graduating class to serve as class agents.
- Maintain relationships with parents of young alumni through secondary school and college years.
- Keep in touch with young alumni to ensure they are not “lost” after graduating
- Evoke interest from young alumni for the welfare of the school and encourage their willingness to contribute to its success.

Solicit

- Encourage alumni to assist in advancing the school through monetary donations and gifts-in-kind.

THE PROCESS

If interested in this position, please send a résumé, letter of interest, and contact information for three references to the Director of Development and International Relations. No phone calls please.

An onsite interview is required. Criminal background checks are performed on all new hires.

Cardigan Mountain School is an equal opportunity employer, and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

CONTACT

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*Director of Development
and International Relations*

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- Promote participatory giving from young alumni, and encourage establishing a long-term trend of annual giving.

Steward

- Travel to meet alumni for personal visits, sporting events, regional gatherings, and off-campus receptions
- Work with the Events Coordinator and Director of Annual Giving & Alumni Relations to plan, coordinate, and manage on-campus events that enhance the alumni experience and their bond with the greater Cardigan family.
 - Fall Homecoming/Reunion
 - Alumni Hockey Game
 - The Alumni Tie Ceremony/Commencement Programming
 - Alumni Lacrosse Game
 - Regional Alumni Gatherings
- Contribute to the Cardigan Career Network mentorship program
- Author and publish a monthly, alumni newsletter
- Maintain and update the alumni section of the website and alumni-focused social media content in collaboration with the Communication Department
- Assist the Communications Department in the production of the *Cardigan Chronicle* through “Class Notes” and articles featuring alumni.
- Utilize technology to efficiently, but personally, send congratulatory letters for births, weddings, promotions, and other personal milestones.
- Identify opportunities to invite alumni to campus to add value to the student experience (Commencement Speakers, Chapel talks, All School Meetings, guest lecturer roles, etc.)
- Assist with organization and management of the Alumni Board

Other

- Coverage of CMS athletic games is required each season.
- Attendance at CMS major on-campus events such as registration days, trustees' weekend, family weekends, and commencement, unless absence is agreed upon ahead of time due to unforeseen circumstances or personal conflict.

Measurable Objectives

Year over year trends in alumni engagement, as measured by:

1. Annual number of alumni “visits”
2. Percentage of alumni who make a donation to Cardigan (“Alumni Participation Rate”)
3. Percentage of alumni with verified email addresses

Requirements

- A strong sense of fundraising ethics and practices, and respect for confidentiality of donor information.
- Excellent written and oral communication skills.
- A highly energetic and enthusiastic personality, with excellent interpersonal, problem solving, and time-management skills.
- The ability to work both independently and as a team player.
- The willingness and ability to represent Cardigan Mountain School professionally on-campus and off-campus. Some nights and weekends required.
- Proficiency in MS Office programs, the Google suite and database experience strongly preferred.