

**Director of Alumnae**  
**Job Description/Overview of Responsibilities**



**Organization:** St. Mary's Academy  
**Title:** Director of Alumnae  
**Reports to:** Vice President for Development

**ST. MARY'S**  
ACADEMY

**General Position Summary**

Full-time, salaried, exempt, 12-month position. The director of alumnae programs is an integral part of the St. Mary's Academy development department and reports to the vice president for development. The primary purpose of this position is to develop, manage and implement an effective alumnae program that engenders increasingly deeper affiliation with St. Mary's as demonstrated through increased alumnae participation, involvement and giving.

**Primary Role**

The director of alumnae is responsible for management of the alumnae program, cultivating and overseeing volunteers, support and management of the Alumnae Council, event management, alumnae communications and alumnae giving. The director of alumnae programs cultivates relationships between the school and its alumnae by 1) Managing and implementing a diverse cadre of alumnae events, 2) Gathering information about alumnae for the school and communicating information about the case and needs of the school to alumnae and 3) Identifying, cultivating and stewarding alumnae to become and remain lifelong advocates and donors. Additionally, it is the responsibility of the director of alumnae programs to regularly evaluate, strategize and further develop the alumnae program under the guidance of the vice president for development.

**Primary Responsibilities**

- Develop, plan and implement a calendar of events and programs that engages alumnae of all ages including, but not limited to, alumnae reunions, recognition events and social/service events.
- Provide staff leadership for the Alumnae Advancement Council. Manage, recruit and steward effective, dedicated and loyal volunteers – including council leadership.
- Develop a plan to engage alumnae outside the Portland area including regional events, regional leadership and correspondence.
- Oversee social media and print communications with alumnae and support the Communications and Marketing Department with newsletter, alumnae magazine and other communications projects as necessary.
- Facilitate reunion planning, staff on-site reunions and promote reunion giving.
- Play a key role in meeting alumnae goals for annual fund, auction, special events and reunion giving.
- Strengthen the student connection with the alumnae program.
- Respond to alumnae communications via phone, mail, social media and e-mail promptly and thoughtfully.
- Review alumnae pages of school website regularly and provide updated information to appropriate personnel.
- Other duties as assigned by the vice president for development.

**Qualifications and Skills**

- Excellent organizational skills: ability to manage and prioritize multiple tasks with attention to detail

- Expertise in Microsoft Office Suite; database, social media and HTML experience desired
- Excellent communication skills: written and verbal
- Ability to build strong relationships with a range of individuals including alumnae of all ages, staff members and students
- Ability to work under deadlines in a dynamic, fast-paced, entrepreneurial environment
- Ability to effectively recruit, mobilize, train, direct and inspire volunteers
- Ability to maintain confidentiality of sensitive materials
- Self-directed, team player, accountable for scope of responsibility
- Willingness to work some evenings and weekends
- Preferred experience: three to five years of alumni/alumnae relations, event management or development experience
- Experience attending, volunteering at or working for an independent/private school preferred

**Salary and Benefits:** Position is open until filled. Salary will be commensurate with qualifications and experience. Excellent benefits include medical, dental and vision coverage, retirement plan, life insurance, holidays, vacation and sick leave.

**St. Mary's Academy** provides **equal employment opportunity** to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

**To apply:** Qualified applicants may submit resume, cover letter and three professional references to Annie Diess/Development Associate/St. Mary's Academy/1615 SW 5<sup>th</sup> Ave./Portland, OR 97201 or [annie.diess@smapdx.org](mailto:annie.diess@smapdx.org). No phone calls please.

Review of applications will begin April 15, 2021 and the position will remain open until filled.