



*“John Burroughs School seeks to instill the joy of living through active learning, integrity and service to others.”*

John Burroughs School is an independent coed college preparatory day school for students in grades 7 through 12. The school emphasizes service, sustainability, and ethics. John Burroughs is among the finest schools in the country, and [#1 in Missouri](#) according to *Niche* which ranks nearly 100,000 schools nationwide.

### **Assistant Director of Alumni Engagement & Stewardship**

As a member of the Advancement Office, the assistant director of alumni engagement and stewardship is a full-time, year-round, salaried position that will organize and implement all activities related to alumni engagement including assistance with the annual appeal for alumni support of the Burroughs Annual Fund. This staffer will ensure alumni engagement activities are coordinated with other advancement programs and initiatives. Additionally, this position will work closely with volunteers on the Alumni Board. This position reports to the director of development.

### **Alumni Annual Fund Campaign Support & Stewardship**

- Support the director of development in the identification, solicitation, and stewardship of alumni gifts to the Annual Fund at all gift levels.
- Support the director of development in the management of the volunteer-led alumni annual giving peer-to-peer campaign (modeled on our parent annual giving program).
- Respond promptly to needs of alumni donors and alumni volunteers by providing information, materials, and correspondence upon request.

### **Event Management**

- Plan, execute, and evaluate special events in the St. Louis area designed to engage and steward alumni. Presently, these events include:
  - Legacy Breakfast – August
  - Blue & Gold Weekend – September
  - Alumni Weekend – October (Note: This is a major undertaking which includes facilitation of individual class reunions as well as multi-day programming for all alums on campus.)
  - Four Years in the Making/5-year/10-year Reunion Events – Friday of Thanksgiving weekend
  - Skate Break/Gingerbread House Decorating events – Alternating years in Dec./Jan.
- Support the director of development in the planning and execution of out-of-town alumni events – both in-person and virtual.
- Represent the Advancement Office at school, donor, and other functions.

## **Alumni Relations Project Management**

- Manage the Alumni Board and serve as the dedicated staff liaison and permanent recording secretary: set meeting dates and agendas, record meeting minutes, and prepare information for distribution.
- In support of the Alumni Board, manage the nomination and selection process for the annual JBS Distinguished Service and Outstanding Alumnus Awards.
- Manage and support alumni volunteers organizing class reunions (on 5-year cycles).
- Manage alumni memorial tracking for publication in the *Reporter* and for class notifications.
- Manage tracking of JBS graduates who are five and ten years out of high school to monitor their continuing education and career path/s.
- Manage strategic connectivity between JBS alumni (mentorship & internships), and between JBS alumni and current students/faculty (May Projects, guest lectures, etc.).
- Assist in the development of marketing and advancement publications, including but not limited to the *Reporter* (semi-annually), an alumni e-newsletter (monthly), event invitations, and planned giving publications.
- Support the digital communications coordinator to maintain content on all alumni social media outlets, including the JBS Alumni Network, Facebook, Twitter, LinkedIn, and Instagram.
- Perform additional duties as assigned.

## **Reporting Structure**

Reports to the director of development and partners with all members of the advancement team. Interfaces with school administrators, academic departments, plant operations staff, and outside organizations/vendors.

## **Educational Background Required**

Position requires a bachelor's degree. Nonprofit management experience or equivalent certification desired.

## **Technical Skills Required**

- Strong computer skills with advanced knowledge of Microsoft Word, Google/Gmail, PowerPoint, Adobe Acrobat, and Excel, along with a proven ability to learn new technology are required.
- Proficiency in a CRM (Customer Relationship Management) such as Raiser's Edge or Millennium/Abila/Community Brands is essential.
- Willingness to trouble-shoot technical and technology issues independently is helpful.
- Familiarity with email, digital communications and social media platforms is a plus.



**Qualifications:**

***This position is ideal for an individual currently working in a support position in an advancement office, preferably in education, who is ready to assume more direct responsibilities.***

A minimum of two-years fundraising experience is required. Qualified candidates must possess excellent organizational skills and be able to prioritize and manage multiple tasks while meeting deadlines. Experience managing events for 10 – 500 or more is essential. Successful applicants will demonstrate a keen ability to think strategically and creatively and possess proven experience planning and implementing programs that engage stakeholders.

Applicants must submit a resume and cover letter that communicates his/her/their: professional experience and accomplishments in fundraising and event planning; demonstrated track record of support of annual giving and special event fundraising; experience working in education; ability to develop and manage volunteers; and a commitment to best practices in communications, fundraising and volunteer management. Applicants must display exceptional oral and written communication skills and understand the pivotal role annual giving plays in successful major gift and legacy giving programs.

John Burroughs School offers competitive compensation (base salary of \$50,000) and an excellent benefits package, including health (medical, dental, vision), generous vacation, and 403(b) plan.

Burroughs is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.

**To Apply:**

Email a cover letter and resume to [advancement@jburroughs.org](mailto:advancement@jburroughs.org). Only those who are self-motivated, entrepreneurial, and work well in a team environment should apply.