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**Position Posting:** Director of Alumnae Relations & Development

**Background Information:** Mother McAuley Liberal Arts High School, sponsored by the Mercy Education System of the Americas, is a Catholic college preparatory, all-girls high school, located on the southwest side of Chicago. With a balanced vision of academic excellence, cultural wealth in the liberal arts, athletic achievement, and a strong spiritual life, Mother McAuley is a place young women grow as compassionate, responsible, and productive Christian leaders. It is through our innovative liberal arts and college-preparatory program that students are equipped with the knowledge, skills, and confidence they will need to meet the demands of a fast-changing world as decision makers and leaders guided by strong Mercy values. *As such, we seek professionals who are committed and capable to fulfill this incredible mission.*

**Position Summary:** The Director of Alumnae Relations & Development will develop, implement, and evaluate programs for the Mother McAuley/St. Xavier Academy alumnae communities designed to foster effective communications, to increase support for the school and to encourage involvement of alumnae in the life of the school. This position is also responsible for increasing annual fund support, scholarship and opportunities for major gifts.

**Essential Duties:**

- Establishes, monitors and evaluates the strategic plan for the office of alumnae relations.
- Represents the President, the Vice President, and the school to alumnae serving as an ambassador and advocate.
- Supports capital campaign efforts.
- Creates, implements, coordinates and evaluates alumnae fundraising efforts, including developing a Class gift program with 50th and banner reunions, annual golf outing and Celebration.
- Oversee various fundraising event committees.
- Develops, implements and evaluates alumnae special events designed to increase alumnae involvement and support through Career Day, Shadow opportunities, internships, etc.
- Develops, implements and coordinates a network of alumnae support for student recruiting and develops strategy for an alumnae directory for mentoring opportunities/networking.
- Develops, implements, and evaluates programs to engage students, new alumnae and current non-involved alumnae.
- Prepares and supervises the budget of the office of alumnae relations.
- Oversees all Alumnae communications.
- Manages a portfolio of annual fund donors and identifies prospective donors. Maintains communication, visit and engagement opportunities with donors.
- Maintains, nurtures, and identifies named scholarship opportunities with our alumnae and their families.
- Collaborate with the Board of Directors and Institutional Advancement Committee. Fosters strong and productive relationships between its members and school community.
- Supervises Alumnae Relations Coordinator, Annual Fund Coordinator, and Grant Writer.
- Performs other additional duties as requested.

**Education/Experience:**

Required:

- Bachelor's degree in a related field is required.
- At least 10-15 years of successful prior experience in alumnae relations, fundraising/development, public relations and events is required.
- Previous experience in a supervisory role is required.
- Strong interpersonal skills, oral and written communications skills are required.
- Ability to organize, plan, direct, prioritize and evaluate a complex operation, using manpower, time, funds and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, alumnae and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to use a personal computer and other office equipment. Proficient with computer software programs such as MS Word, MS Excel, Google Mail, and constituent database programs.

**Contact:**

Judy Porch, HR Coordinator  
jporch@mothermcauley.org

**Application Instructions:** Candidates should send a cover letter and resume with the position title in the subject line

**Additional Information:** We offer a competitive salary and a comprehensive benefits package including medical, dental, life insurance, and a retirement plan. Many opportunities to be involved in extra-curricular activities such as club moderator and coaching are also available. Participation in these activities is strongly encouraged and welcomed.

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*Mother McAuley is an equal opportunity employer and will consider all applicants equally.  
Resumes will be accepted until the position is filled.*