

# THE BENJAMIN SCHOOL

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**Position Title:** Alumni Relations and Campaign Manager  
**Date Modified:** April 14, 2022  
**FLSA Classification:** Non-exempt  
**Reports To:** Chief Development Officer

## Position Summary

The Alumni Relations and Campaign Manager leads all outreach, engagement, and communications that create a lifelong meaningful relationship between The Benjamin School, its alumni and parents of alumni. In addition, assists with implementation of the School's capital campaign including data entry, tracking pledge receivables, volunteer management, donor stewardship, and sensitive handling of confidential materials. This team player will also help the development team before, during and after special events.

## Key Expectations of all TBS employees:

- Demonstrates support of the school's mission and policies
- Consistently models The Benjamin School values
- Builds positive interpersonal relationships with colleagues by establishing effective communication through listening, responsiveness, openness, availability, and approachability
- Takes initiative and ownership in displaying positive work ethic and behaviors and encourages this attitude in others
- Maintains proficiency in the field through personal and professional development that strengthens the role and the school

## Alumni and Parent of Alumni Relations Functions

- Develop and implement a detailed operational action plan and calendar for the Alumni Association and Parents of Alumni Association
- Manage both Councils including volunteers, agendas for meetings, and goals
- Organize and promote various events like class reunions, homecoming, regional events, holiday parties, networking breakfasts, Distinguished Alumni Reception, etc.
- Proactively seeks alumni or parents of alumni who might be donor prospects, meets and secures gifts
- Work in tandem with the Manager of Special Events to secure venues, negotiate vendor contracts, send invitations, etc.
- Meet with seniors in small groups, recruit class agents, assist with senior internships, and host events for senior class
- Meet with all high school advisories and execute annual alumni speaker series
- Maintain communication channels including social media, digital, and print. Collect and prepare yearly class notes
- Coordinate with Director of Annual Giving and Chief Development Officer alumni solicitations for Annual Fund and BASH Gala, execute Alumni Brick Program
- Manage Gradway alumni engagement web portal/app "Benjamin Connect"
- Input alumni data into CORE and Raiser's Edge system
- Maintain alumni budget

## Campaign Functions

- Helps track all campaign pledges up to fulfillment in consultation with Development Database Administrator

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- Assist with scheduling meetings and correspondence related to capital campaign
- Help create, manage, and distribute volunteer and donor reports
- Support and assist volunteers to complete their assignments
- Organize, maintain, and distribute campaign-related print and digital materials
- Coordinate receptions related to capital campaign with Special Events Manager
- Assists the development team with other fundraising priorities including Annual Fund and BASH
- Performs other duties as assigned

## **Required Skills and Abilities:**

- Exceptional verbal and written communication skills
- Excellent organizational skills and attention to detail; ability to prioritize and work independently and address several challenges simultaneously
- Possession of pleasant and collaborative style in the workplace including professional attitude
- Ability to communicate effectively with all constituents in a school environment
- Knowledge of various software suites including Google Suite, Raiser's Edge, InDesign, Adobe Photoshop
- Ability to maintain confidential information

## **Education and Experience:**

- Bachelor's Degree required and 3 years of experience
- Preference given to alumni and parents of alumni

## **Physical and Work Requirements:**

- Prolonged periods of time sitting at a desk and working on a computer
- Occasional movement about the office and lift and/or move up to 15 pounds
- Ability to work in excess of 8 hours a day, as well as evening and weekend hours as necessary for events and projects
- Travel required for meetings, events, professional development

Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions

**Send resume and letter of interest to [juancarlos.fanjul@thebenjaminschool.org](mailto:juancarlos.fanjul@thebenjaminschool.org)**

**Please no telephone calls.**

DFWP/EOE