

**HORACE MANN SCHOOL**  
**231 West 246<sup>th</sup> Street**  
**Bronx, NY 10471**  
**An Equal Opportunity Employer**

**Director of Publications and Alumni Communications**

Start Date: July 1, 2022

Horace Mann School seeks a Director of Publications and Alumni Communications to join our Alumni & Development Office. This role is a twelve month, full-time, position reporting to the Director of Development. Candidate must be team-oriented, well-organized, have excellent verbal and written communication skills and the ability to prioritize and multi-task in a busy office.

The Director of Publications and Alumni Communications is responsible for keeping our graduates connected to their school and each other by providing news and information about HM and fellow Alumni. Specific responsibilities include:

- Writing and managing the production of *Horace Mann Magazine*, our biannual Alumni magazine sent to over 13,000 constituents.
- Providing content for the Alumni section of the Horace Mann School website, Alumni social media accounts and quarterly e-newsletter.
- Providing content and support for the Annual Report or Donors, Interim Report of Donors and all School Holiday Card.
- Assisting the Head of School and Director of Development with professional communications, i.e. speeches, letters to the community, etc., as needed
- Assisting and attending relevant school events; occasional weeknight and weekend work is required.
- Writing and managing the production of campaign newsletters, brochures and donor books, as needed.
- Assist in other areas of the Development Office as necessary

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect, and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September 2021, the School enrolls 1,793 students representing 150 zip codes, with 46% self-identified students of color. For 2021-22, 15% of the students receive need-based Financial Aid. Thirty-four percent of School administrators, teachers, and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's recent \$125 million bricks-and-mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state-of-the-art science and physical education facilities.

Interested candidates should send resume and cover letter to: [employment@horacemann.org](mailto:employment@horacemann.org).