



Director of Alumni Relations

Reports to - Vice President of Advancement
Department - Advancement
Job Type - Full Time

Our Mission

Every student. Every mind. Every heart. Known. Inspired. Challenged.

Our Vision

A compassionate community of diverse learners empowered and determined to reach their unique potential and positively impact the world.

Our School

Brownell Talbot, founded in 1863, is a Nebraska state-approved preschool through grade 12 school. We are a member of the National Association of Independent Schools (NAIS) and the Independent Schools Association of the Central States (ISACS) and are accredited by AdvancED. Brownell Talbot is an exciting environment for professionals who like to be part of a supportive team of dedicated individuals who thrive on the challenges and rewards of working with an active community. Brownell Talbot fosters an educational environment that is inclusive and accepting of diverse individuals and viewpoints.

Our Alumni

Brownell Talbot's alumni number more than 1,500 and excel in varied professional fields; many have assumed leadership positions in the arts, commerce, law, medicine, government, education, and non-profit organizations throughout the world.

Position General Description

The Director of Alumni Relations will develop and manage a comprehensive alumni relations program designed to increase both alumni engagement and philanthropic support of Brownell Talbot. The director supports alumni's continued, long-term relationship with BT through strong communication, events, and personal interactions with the end goal of growing dedication to the school and increasing alumni giving participation.

Essential Functions and Responsibilities

- Determines alumni engagement goals for increasing participation and alumni gifts of time, talent, or treasure, and builds strategic and tactical plans for achieving these goals.
- Develops programs including but not limited to annual reunions, founder's day, and homecoming to facilitate lifelong dialogue between Brownell Talbot and its constituents to increase alumni participation and giving.
- Represents BT at various functions where there is a significant concentration of alumni and/or potential donors.
- Develops and executes plans and activities for alumni affinity groups (academic, special interest, professional affiliations, etc.).
- Meets with student groups to introduce them to alumni activities and encourage their participation in alumni events.
- Provides insight and thought-partnership to the Director of Advancement for various solicitation initiatives including phone-a-thons, crowdfunding, direct mail, electronic solicitations, etc.
- Recruits and trains alumni leaders and volunteers.
- Facilitates on-campus and virtual alumni activities.



BROWNELL TALBOT

- Makes connections for current students through the network of alumni and friends to further the mission of Brownell Talbot, and encourage leadership development.
- Drives strategy, writes content, and manages robust communications related to BT's alumni initiatives, which include but are not limited to, giving solicitation letters and materials, event invitations, email communications, and social media.
- Provides and analyzes department data by maintaining a robust alumni database to ensure the integrity of contact and employment information as well as contact reports for visits and event attendance.

Required Qualifications and Skills

- Bachelor's degree.
- Excellent writing, communication, and organizational skills.
- 5+ years' experience in communications, advancement, alumni relations, marketing, annual giving, or a comparable role that includes an acknowledged work history showing creative productivity is required.
- Available to work weekends and evenings, as necessary.
- Social media knowledge, experience, and understanding.
- Strong organizational skills - ability to multi-task and set priorities.
- Computer literate with a solid knowledge of word processing, spreadsheets, and knowledge and experience with donor management software Raiser's Edge NXT.
- Appreciation for and desire to participate fully in the dynamic life of a school community.
- Ability to design, implement, and direct multiple projects.
- A self-starter who can work productively and meet goals without day-to-day supervision.
- Proven success in asking for, closing, and coaching others on fundraising for annual needs and strategic campaigns, as well as building and maintaining long-term relationships with individual donors, foundations, and corporations.
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, and social backgrounds, values, attitudes, and languages.

Preferred Qualifications and Skills

- Prior experience with major gifts as well as foundation and corporate grant writing.
- Knowledge of current and evolving trends in independent school fundraising practices.

Compensation and Benefits

The position is for the academic year starting in August 2022. A salary commensurate with experience, degree attainment, and qualifications is paid to employees annually. Full-time employees are eligible for our benefits package, including medical, dental, vision, disability, tuition remission, professional development/education funds, and the ability to participate in the school's 403(b) retirement program.

Application Process

Interested candidates are invited to visit brownell.edu/careers to obtain an application. Please submit the completed application, resume, and cover letter to careers@brownell.edu.

****Brownell Talbot College Preparatory School does not discriminate on the basis of race, color, religion, gender, gender identity, age, disability, marital status, sexual orientation or based on any other status protected under local, state, and federal law, in admission or access to, or treatment of employment or educational programs and activities.****