

DUTIES & RESPONSIBILITIES:

- Maintain Connections with Alumni Constituents:
 - Manage the alumni online community by updating news and events and sending regular touchpoints via e-mails, Facebook, Twitter, Instagram, e-newsletters, etc.
 - Develop and maintain an active & sophisticated alumni database for Notre Dame High School
 - Provide content for the Blarney Stone related to alumni-related activities
 - Develop an outreach program for former students to introduce them to alumni activities to include socials in Chattanooga and other cities where NDHS alumni live
 - Recognize the achievements and milestones of alumni including new jobs, marriages, births, moves, etc.
- Facilitate the school's alumni cultivation events and current school events for maximum participation:
 - Project lead/event coordinator for all school related current events (gala, golf tournament, etc.)
 - Act as project lead for all alumni special events
 - Plan and implement regional alumni gatherings
 - Attend all alumni-related and applicable school events

WORKS WITH:

- Director of Advancement to review and finalize strategic plans; alumni, staff, volunteers, and vendors to promote teamwork
- Events & Volunteer Coordinator to design and execute current and alumni events
- Alumni, staff, volunteers, and vendors to promote teamwork
- Director of Communications & Marketing to promote school-related events
- Head of School and Assistant Head of School to foster a positive image of Notre Dame High School, both within the school and in the Chattanooga community