

**DIRECTOR OF ALUMNAE RELATIONS**  
**Job Description/Overview of Responsibilities**



**ORGANIZATION:** St. Mary's Academy  
**POSITION TITLE:** Director of Alumnae Relations  
**REPORTS TO:** Director of Advancement

**ST. MARY'S**  
ACADEMY

**SUMMARY**

Full-time, salaried, exempt, 12-month position. The Director of Alumnae Relations is an integral part of the St. Mary's Academy development and marketing departments and reports to the Director of Advancement. The primary purpose of this position is to develop, manage and implement an effective and strategic alumnae program that engenders increasingly deeper affiliation with St. Mary's as demonstrated through increased alumnae participation, volunteerism, and giving. The Director of Alumnae Relations is responsible for the oversight of the strategic vision of this program, including the cultivation of new and existing alumnae relationships, special alumnae engagement opportunities and events, oversight of the Alumnae Advancement Council, and all marketing materials related to the Alumnae Relations program.

The Director of Alumnae Relations cultivates relationships between the school and its alumnae by 1) Managing and implementing a diverse sequence of alumnae events, 2) Gathering information about alumnae for the school and communicating information about the school to alumnae and 3) Identifying, cultivating and stewarding alumnae to become and remain lifelong advocates, stakeholders and donors. Additionally, it is the responsibility of the Director of Alumnae Relations to regularly evaluate, strategize and further develop the alumnae program.

**PRIMARY RESPONSIBILITIES**

- Develop and implement a clear strategic plan and calendar of events and programs that engages alumnae of all ages including, but not limited to, alumnae reunions, recognition events and social/service events. This plan should be rooted in data, target goals, and outcomes.
- Provide staff leadership for the Alumnae Advancement Council. Manage, recruit and steward effective, dedicated and loyal volunteers - including council leadership.
- Develop a plan to engage alumnae outside the Portland area including regional events, regional leadership and correspondence in collaboration with the Senior Director of Leadership Gifts.
- Collaborate with Marketing/Communications staff on social media, digital and print communications targeted toward alumnae.
- Facilitate reunion planning for alumnae celebrating fewer than 50 years, staff on-site reunions and promote reunion giving.
- Through engaging and inspiring events, programming & communications, provide a continual pipeline of alumnae donors, meeting alumnae goals for annual fund, auction, special events and reunion giving. Determine annual goals, based on alumnae participation and giving data.
- Strengthen the student connection with the alumnae program. Lead and execute Young Alumnae Giving Program starting with graduating seniors.
- Respond to alumnae communications via phone, mail, social media and e-mail promptly and thoughtfully.
- Review alumnae pages of school website regularly and provide updated information to appropriate personnel.
- Other duties as assigned by the Director of Advancement.

## **QUALIFICATIONS & SKILLS**

- Ability to build strong relationships with a range of individuals including alumnae of all ages, staff members and students
- Ability to work under deadlines in a dynamic, fast-paced, entrepreneurial environment
- Ability to effectively recruit, mobilize, train, direct and inspire volunteers
- Ability to maintain confidentiality of sensitive materials
- Self-directed, team player, accountable for scope of responsibility
- Willingness to work some evenings and weekends
- Preferred experience: five to seven years of alumni/alumnae relations, event management or development/marketing experience preferred
- Expertise in Microsoft Office Suite; database, social media and HTML experience desired
- Excellent communication skills; written and verbal
- Excellent organizational skills; ability to manage and prioritize tasks with attention to detail
- Experience attending, volunteering at or working for an independent/private school preferred
- Ability to connect St. Mary's mission with all alumnae program activities
- Commitment to the equity, diversity, inclusion and belonging priorities of the school
- Desire to fully engage in the life of the school and community
- Willingness to embrace the Catholic tradition, the charisms of the Sisters of the Holy Names of Jesus and Mary, all-girls education and develop a passion for the school's unique mission

## **SALARY & BENEFITS**

Salary commensurate with qualifications and experience. Excellent benefits include medical, dental and vision coverage, retirement, life insurance, holidays, vacation, and sick leave. This is a full-time, salaried, exempt, 12-month position.

**ST. MARY'S ACADEMY PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES (EEO)** to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, St. Mary's Academy complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

## **TO APPLY:**

Position is open until filled. Qualified applicants may submit resume, cover letter and three professional references to [annie.diess@smapdx.org](mailto:annie.diess@smapdx.org). Please submit in a single pdf and no phone calls.

Applications will be reviewed as they are received.