



DOMINICAN ACADEMY SPECIAL EVENTS & ALUMNAE RELATIONS MANAGER Position Description

Dominican Academy celebrates its 125th Anniversary! Since 1897, Dominican Academy has been educating young women in the Catholic tradition of Saint Dominic, offering a rigorous academic program distinguished by a firm commitment to values of truth, integrity, prayer, community, and service. As a Catholic, college-preparatory high school sponsored by the Dominican Sisters of Peace and located on the Upper East Side of Manhattan, Dominican Academy (D.A.) challenges and empowers intelligent young women to become spiritual, intellectual, moral, and socially responsible leaders in a global society.

Position Overview

The Special Events and Alumnae Relations Manager reports to the Executive Director of Development. Working closely with the Executive Director of Development, the Director of Admissions, and the development staff, the Special Events and Alumnae Relations Manager will lead the planning and execution of all events which the Development Office and Admissions Office hosts, as well as manage and grow D.A. alumnae program. Responsibilities include:

Events

- Lead all aspects of special events' planning and execution for Development and Admissions. Set the overall event look and feel, and manage all logistics before, during, and after the event.
- Create and track guest lists to ensure maximum attendance.
- Serve as point person with all the vendors; negotiate contracts.

Alumnae / Donor Relations

- Manage and grow D.A. alumnae relations program.
- Work with development, technology, communications, Alumnae Board, Class Reps, and volunteers to ensure that reunions, regional receptions, and other alumnae related events are meaningful and successful.
- Host alumnae on visits to and tours of D.A.
- Strategically and creatively imagine and implement new opportunities to engage alumnae.
- With the Database Manager, ensure the accuracy and quality of information in alumnae records.

Administration

- Assist with data entry, gift processing, creating queries and reports, including quarterly reports.
- Assist with establishing annual budgets for events and alumnae relations.
- Attend regularly scheduled staff meetings, and presentations.
- Additional responsibilities as needed.

Qualifications and Skills

- Bachelor's degree required.
- 3 years demonstrated successful fundraising experience, includes events, donor relations.
- Proficient knowledge of Raiser's Edge preferred.
- Knowledge of strategies and techniques to engage and motivate alumnae/donors.
- Proficiency with Microsoft Office, and other relevant computer systems.
- Familiarity with the types and uses of social media.
- Effective verbal, written and interpersonal communication.
- A high degree of professionalism and an ability to interact with a variety of individuals.
- Outstanding creative and strategic thinking, with ability to create a range of correspondences.
- A strong belief in Catholic Dominican education including the values of prayer, community, study, service, and diversity.
- Experience with the Catholic philanthropic community a plus.
- Ability to manage multiple tasks, prioritize, work under pressure, and meet deadlines.
- Ability to work with minimum supervision. Quick critical thinking and problem-solving abilities.
- Ability to work collegially within a team.

Salary Range (based on depth of experience): \$50,000 to \$60,000

Application Process

Please send a cover letter that expresses the qualities or experience you possess that make you fit for this position and a current resume that includes dates for all degrees, certifications, and experience to:

development@dominicanacademy.org

Applications will be accepted until the position is filled. Review of applications and interviews will take place immediately with the position filled shortly thereafter.

**Dominican Academy
44 East 68th Street
New York, New York 10065**