



Benilde-St. Margaret's

Job Description

Position title: Alumni Relations and Community Events Specialist	Incumbent:
Department: Advancement	Reports to Title: Director of Annual Giving
FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time _____%
Position overview: The Alumni Relations and Community Event Specialist is responsible for the implementation of programs and events that strategically engage alumni and the community to provide tangible benefits to current students, alumni, and the community.	
Responsibilities to BSM as a Catholic School: Except in the teaching of religion, it is not an essential prerequisite that all employees be Catholic. However, all employees are expected to respect the teaching of the Church.	
Key Job Responsibilities: <ol style="list-style-type: none"> 1. Implement and promote alumni programs that support BSM's strategic plan as well as the goals of the advancement department, the marketing/communications department, and other areas throughout the school. Develop, and submit for approval by the Director of Annual Giving, annual strategic and operating plans. 2. Collaborate closely with the advancement team and alumni board to increase support from alumni; routinely identify and qualify alumni prospects for gifts; communicate development-related activities; and periodic attendance at prospect management meetings. 3. In partnership with other advancement staff, manage alumni cultivation events sponsored by the advancement department. 4. In partnership with other advancement staff, manage and execute alumni reunion events. 	



Benilde-St. Margaret's

Job Description

5. In partnership with other advancement staff, plan and execute community events to foster stronger community relations.
6. Lead the BSM gala/auction event with support from the Director of Alumni Relations and community volunteers to raise money for the operating budget of the school.
7. Establish and build relationships with a wide range of alumni.
8. Maintain regular communication with alumni via direct contact, email blasts, alumni web pages, and print publications.
9. Lead alumni directed communication on the website, Facebook, 3 e-newsletters, and the Crown and Shield magazine (Alumni News, Album, and Bulletin Board) with support from the Director of Alumni Relations and the MarCom manager.
10. Assist with updating and maintaining accurate and complete entry of alumni database records.
11. Manage alumni components of the Red Knight Engagement Network.
12. Other duties as required and/or assigned by Chief Advancement Officer and/or Director of Alumni Relations.

Required skills:

1. Strong organizational and time management skills
2. Strong interpersonal skills; ability to relate to diverse populations, demonstrate professional and personal integrity and a commitment to the mission of BSM
3. Strong, persuasive written communication skills
4. High level of multitasking ability and an ability to prioritize work assignments from multiple people
5. High level of integrity
6. Ability to inspire and persuade people from a variety of backgrounds
7. Ability to work independently

Education / Experience (Minimum Required)

1. A Bachelor's degree in communication, marketing, business or equivalent
2. Demonstrated success in business, sales and/or special events
3. Intermediate experience with Microsoft Word, Excel, and social media
4. Knowledge of Raiser's Edge or other contact management system preferred
5. Self-Starter: ability to take initiative.
6. Willingness to be flexible in work hours to get the work done



Benilde-St.Margaret's

Job Description

Numbers and Job Titles Reporting Directly to This Position:

none

Employee

Supervisor

Date

Date



Job Description

Check the appropriate frequency column for all requirements that apply to the essential functions of the job being described.

O = Occasional, less than 1 time per week **F** = Frequent, from 1/3 to 2/3rds of the time
S = Some, less than 1/3 of the time **C** = Consistent, more than 2/3rds of the time
Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting				X	Works alone	X			
Standing		X			Works with others				X
Walking		X			Customers contact			X	
Lifting		X			Shift work	X			
Carrying		X			Extended day	X			
Pushing	X				Cold	X			
Bending at waist	X				Heat	X			
Twisting upper body		X			Temperature changes	X			
Climbing		X			Wet	X			
Balancing	X				Humid	X			
Kneeling	X				Noise		X		
Crouching	X				Confined area				
Crawling	X				High places				
Reaching		X			Work outdoors	X			
Working with hands				X	Work indoors				X
Working with fingers				X	Mechanical hazards	X			
Talking				X	Electrical hazards	X			
Hearing				X	Explosive materials	X			
Vision acuity - near				X	Fumes	X			
Vision acuity - far				X	Odors	X			
Depth perception				X	Dusts	X			
Field of vision			X		Mists	X			
Color vision			X		Gases	X			
Driving	X				Poor ventilation				