



Manager of Alumni Affairs

The Manager of Alumni Affairs role will have a strong commitment to the mission of Notre Dame High School. They will develop and foster active relationships with and among the Alumni of the High School. The primary liaison between the High School and the Alumni Council, the role is responsible for planning Alumni special events. Assists the Admissions Director with ambassadors as relevant to Alumni Affairs and Advancement functions. An emphasis of this position is, working with the Director of Advancement, the cultivation and solicitation of Alumni gifts of \$1,000 and more. This role reports to the Director of Advancement.

Major Responsibilities:

- Oversees management of Alumni requests and communications
- Oversees accurate and timely Alumni database management
- Prepares regular reports for the Director of Advancement and the Head of School on progress of the Alumni plans
- Recommends Alumni Affairs budget to the Director of Advancement
- Leads and collaborates with the Alumni Council. Works with the Alumni Council to develop a network of Alumni class leaders and communications coordinators.
- Working with an Alumni Special Gifts Committee to identify, cultivate, involve and solicit Alumni donors at \$1,000 level and above
- Curates Alumni social media and website assets
- Oversees the maintenance and display of archival material, including a future project of digitizing and indexing yearbooks and Alumni photos
- Attends Alumni Council meetings to assist with the planning of all Alumni events/fundraisers such as Alumni Reunion Weekend, Golden Grads, Alumni Golf Tournament, Alumni Service Awards, Alumni fundraising, Homecoming, and informal greater Chattanooga Alumni gatherings
- Leads production of two semiannual Blarney Stone Alumni publications. Works with the Director of Marketing and Communications to align the Blarney Stone with High School brand guidelines.
- Works with the Director of Advancement and special events coordinator(s) to produce a successful annual Green & Gold Gala event.
- Coordinates regional Alumni gatherings
- Attends school athletic, performing arts, and club activities as needed for Alumni relations
- Accepts other responsibilities as assigned by the Director of Advancement

Qualifications:

- Graduate of Notre Dame High School
- Bachelor's Degree highly preferred
- Excellent written and verbal communication and interpersonal skills
- Excellent organizational skills and the ability to work well with volunteers
- Knowledge of Microsoft Office software required and knowledge of Donor Perfect, Blackbaud Raiser's Edge, or similar donor database management system preferred