



# ST. IGNATIUS COLLEGE PREPARATORY

## Alumni Associate

**STATUS:** Non-exempt

**REPORTS TO:** Alumni Relations Director

**HOURS:** Standard 8 hour shift, Day hours

**SALARY:** \$60,000 - \$80,000 annually

### **MISSION STATEMENT:**

*St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.*

### **RESPONSIBILITIES SHALL INCLUDE:**

- Participate in department goals of increasing alumni engagement
- Work with Alumni Director and other important community leaders to further goals of SI
- Maintain a database of alumni, volunteers, donors, and contributors
- Ability to attend functions when needed to represent the organization
- Ability to work to develop philanthropy including writing and personally communicating with alumni donors and leaders
- Develop and maintain strategies all social media platforms, including but not limited to Instagram, TikTok, Facebook, Threads, and X
- Develop and maintain a monthly social media + posting calendar based on Alumni messaging objectives, notable dates and upcoming initiatives.
- Execute the day-to-day management and maintenance of our social media channels, including posting scheduled content.
- Source and manage community user generated content and relationships with Alumni influencer
- Participate and support creative sessions related to alumni engagement and media products
- Assist Alumni Director and staff with a variety of administrative activities
- Other duties as assigned

## **EXPERIENCE REQUIRED:**

- A Bachelor's degree or commensurate experience is essential.
- Two years of work experience in a similar role or commensurate experience.
- An understanding of the mission and culture of the organization.
- Strong writing, editing, communication and interpersonal skills.
- Ability to communicate the needs of the Alumni Department to a broad spectrum of the community
- Analytical thinking skills with strong conceptual and research skills.
- A strong understanding of Zoom, Microsoft Office, Google Docs, Database software Social Media (X, Instagram, Facebook, Tik Tok, LinkedIn, etc.)
- Be self-motivated and who displays attention to detail.
- The ability to work under pressure and meet deadlines.
- The ability to work independently and as part of a team.
- The ability to create concepts with team members for alumni outreach.

## **HOW TO APPLY:**

Interested applicants should submit a cover letter, resume and salary requirements (required) to: [thsieh@siprep.org](mailto:thsieh@siprep.org)

## **SI FOSTERS A DIVERSE AND INCLUSIVE COMMUNITY:**

St. Ignatius College Preparatory strives to be a just, inclusive, and Catholic, Ignatian community where all students, faculty, staff, parents and alumni feel seen, heard, valued, and loved and experience full acceptance. We are committed to hiring, supporting, and retaining a diverse faculty and staff. We see our determination to offer diversity, equity, inclusion, and belonging not as a destination to be reached, but a continuous, life-long journey together.

Pre-employment background screening is required for all positions. *St. Ignatius College Preparatory is required by law to conduct FBI and DOJ background checks.*