



Director of Alumni Relations at Catholic High School

Job Description:

The Catholic High School Office of Advancement is seeking an accomplished and dynamic individual to serve as our Director of Alumni Relations. The successful candidate will play a pivotal role in cultivating and maintaining meaningful relationships with our alumni community, advancing engagement initiatives, and fostering a culture of philanthropy to support our scholarship and endowment programs, with a particular focus on class scholarships.

Responsibilities:

- Develop and execute a comprehensive alumni engagement strategy to enhance the connection between the school and its alumni community.
- Collaborate with various departments to plan and execute engaging alumni events (CHS Golf Classic, Taste Fair, Fishing Rodeo...), reunions, and networking opportunities.
- Establish and maintain effective communication channels to keep alumni informed about school news, achievements, and relevant events.
- Foster a culture of philanthropy among alumni by cultivating relationships and securing financial support for the school's scholarship and endowment programs.
- Focus on class scholarships, working closely with class representatives to identify opportunities for alumni to contribute and make a lasting impact on the educational journey of current students.
- Create and oversee initiatives that encourage alumni involvement in mentoring, career development, and volunteer opportunities.
- Collaborate with the Advancement team to coordinate fundraising campaigns and donor stewardship efforts, ensuring that alumni donors are recognized and appreciated.
- Leverage technology and social media platforms to engage alumni and facilitate communication within the alumni community.
- Maintain accurate alumni records and data to support strategic engagement and fundraising efforts.
- Develop and manage the alumni relations budget effectively.

Qualifications:

- Passion for education and commitment to the mission of Catholic High School.
- Bachelor's degree in a related field.
- Proven experience in alumni relations, fundraising, and donor cultivation.
- Exceptional interpersonal and communication skills, both written and verbal.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Creative thinker with the ability to develop innovative engagement strategies.
- Knowledge of fundraising best practices and techniques.
- Familiarity with database management and CRM systems. Experience in Raiser's Edge is preferred.
- Experience in Microsoft Office, Teams, and general graphic design knowledge.
- Passion for education and a genuine commitment to fostering connections among alumni and the school community.

Apply:

Interested candidates are invited to submit their resume, cover letter, and references to jkelly@catholichigh.org. Please include "Director of Alumni Relations Application" in the subject line.