



Alumni Engagement Coordinator Position Starts July, 2024

Carrollwood Day School is seeking a dynamic **Alumni Engagement Coordinator**. Well qualified candidates will be enthusiastic, hard-working, mission-driven, self-motivated, results-oriented with 3+ years of successful engagement experience, preferably in an educational setting. This is a 12-month, full-time position that reports to the Chief Advancement Officer.

[Carrollwood Day School](#) is an innovative International Baccalaureate (IB) independent school located in North Tampa, FL. Since the inception of CDS in 1982, we have prided ourselves on being a community of learners. We have grown from a preschool into a comprehensive program serving more than 1200 students from age two through 12th grade. Carrollwood Day School stands out as a leader in its commitment to educate the whole child and is recognized nationally for its academic excellence and its school-wide emphasis on character development. Outside the classroom, our students are engaged in a multitude of athletics, arts, and extra-curricular programs. In short, we have PATRIOT PRIDE in everything we do at CDS.

The vision of Carrollwood Day School is to build a community prepared and inspired to better the world. As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 36 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education. In 2022, CDS was welcomed into the prestigious Round Square organization. In 2023, CDS was awarded the Florida and National School of Character Designation for the second time.

Understanding that a team of talented, supported, and growth-minded teachers is what leads to student success, the first pillar of our strategic plan is to become the destination school for exceptional educators in the Tampa Bay region. Want to join our team and better the world?

The Position of Alumni Engagement Coordinator:

The Alumni Engagement Coordinator provides creative and energetic expertise to cultivate alumni on behalf of Carrollwood Day School while being an active and collaborative member of the Advancement Team. The

Coordinator will continue to establish and grow support of alumni through volunteerism, leadership, financial contributions, and meaningful participation in the life of the school. This role will host engagement opportunities for CDS alumni to become more connected to their alma mater.

Essential Job Responsibilities:

- Support and advance the vision and mission of Carrollwood Day School
- Develop and build alumni engagement strategy and programming for CDS
 - Cultivate existing relationships and develop new relationships with CDS alumni, continue expanding outreach to engage all alumni.
 - Plan and execute all alumni events including special and recurring programs. (Homecoming, Alumni Socials, reunions, etc.)
- Provide leadership and organize the Alumni Council, whose mission is to foster long-term relationships between alumni and the school
 - Meet with Council leadership to set goals and calendar
 - Facilitate Alumni Council Meetings (~3-4 per year, generally held in the evening), attending and providing assistance as needed
 - Plan and execute the Alumni Parent Panel
- Manage alumni data and the alumni platform in Veracross
 - Update and maintain accurate alumni records in Veracross
 - Collaborate with the Marketing and Communications team to update the alumni platform to ensure all the information shared is current and accurate
 - Engage alumni to utilize the platform
- Collaborate with the Marketing and Communications Department on various alumni initiatives
 - Work collaboratively with the Marketing and Communications Department on all alumni communications including social media, print, and online publications. (Alumni features, updates, etc.)
 - Foster alumni engagement and communication for profiles/features and class notes to publish in *The Talon*
- Partner with the Director of Annual Giving to coordinate a fundraising program for alumni with an emphasis on increasing alumni giving and annual participation
- Develop outreach/engagement alumni opportunities with faculty and staff
- Maintain subject matter expertise and professional competence by attending staff development programs, curriculum development meetings and through other professional development
- Model and foster non-discriminatory practices and a global mindset
- Be a role model of integrity and professionalism
- Be a team player; cheerfully participate in and/or assist with pick-up and drop-off, lunch duty, assemblies, field trips, open house, and other duties and routines regularly part of a PK-12 independent school environment
- Maintain regular and punctual attendance requirements, including attending division and other School meetings, professional days, graduation, and other required events
- Adhere to School policies as described in the Employee Handbook and other materials

Qualifications and Attributes Needed for Success:

- Bachelor's degree required
- 3+ years of engagement experience required, preferably education and/or relationship building field
- Knowledge of independent school alumni engagement and development culture
- Experience managing volunteers is strongly preferred
- Thorough knowledge and proficiency with Microsoft, and Google programs

- Experience with Veracross database strongly preferred
- Excellent interpersonal, oral, written, and presentation communication skills
- Passionate commitment to the goals, vision, and mission of CDS
- Engage in professional development
- Detail-oriented and able to work collaboratively as a part of a team
- Excellent follow-up and organizational skills with the ability to prioritize and manage multiple projects simultaneously to meet goals and deadlines
- Demonstrate the highest ethical and professional standards with the ability to exercise discretion with sensitive and confidential information
- Ability, willingness, and judgment to interact and communicate courteously and effectively with all constituents in a school environment
- Valid driver license, dependable transportation and an acceptable driving record
- Ability and willingness to work evening events and occasional weekends
- Have an interest in engaging with the greater CDS community beyond the traditional school day
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Comfortable with ambiguity and change inherent in a school environment; willingness to adapt and pivot as needed
- Enthusiasm and commitment to the vision and mission of the School

Compensation includes a comprehensive employee benefits package; CDS offers a competitive salary commensurate with background and experience.

Qualified candidates should send a resume/CV and a statement of interest to Anita Pittman, Director of Human Resources, apittman@carrollwooddayschool.org, and Ashley Gerb, Director of Annual Giving and Alumni Engagement, agerb@carrollwooddayschool.org.