

Providence High School is a diverse, mission-inspired community dedicated to preparing young people to thrive in a rapidly changing world. As an independent Catholic school in Burbank, California, we promote the common good and foster a culture of impact to fulfill our mission to be “steadfast in serving all, especially those who are poor and vulnerable.” Providence serves an ethnically diverse student population who live within 75 different zip codes.

Founded by the Sisters of Providence in 1955, Providence High School is the only school in the country that is part of a multi-state health care system. We are governed by an independent Board of Regents and accredited by the California Association of Independent Schools (CAIS), the Western Association of Schools and Colleges (WASC), and the Western Catholic Education Association (WCEA). Other memberships and affiliations include the National Association of Independent Schools, Independent School Management, SoCal People of Color in Independent Schools, California Teacher Development Collaborative, and Making Caring Common of the Harvard Graduate School of Education.

POSITION TITLE:	Assistant Director of Development, Alumni Engagement & Special Events
REPORTS TO:	Director of Development & External Affairs
SUPERVISES:	N/A
FLSA STATUS:	1.0 FTE, Exempt
PURPOSE OF THE POSITION:	Manage the creation, development, and implementation of diverse and varying programs and experiences designed to increase, heighten, and promote alumni engagement and participation in the communities in which PHS alumni live and work. Manage and execute PHS internal and external community special events, with emphasis on planning events related to fundraising and stewardship. Supports the Development Department in achieving its strategic goals and is involved with all development-related activities.
MAJOR RESPONSIBILITIES:	<ul style="list-style-type: none"> • Create, develop, and execute the implementation of the school’s alumni engagement strategies through programming, events, and personal relationship building. • Work with development team to strategize fundraising efforts for alumni, and personally cultivate and solicit alumni gifts for the Providence Fund, campaigns, and special initiatives. • Develop, coordinate, and execute a strategic alumni events calendar that includes class reunions, athletic and performing arts events, program-specific events, career networking, and more. • Manage all alumni communications, including alumni newsletter, Web site, Vista magazine, and other content. • Work with the marketing and communications team to build the school’s social media strategy for alumni and contribute content to various channels, including Facebook, LinkedIn, and Instagram. • Develop, lead, and implement a strategic program to help current students to see themselves as and to highlight the value of being active alumni.

- Serve as the liaison for the Alumni Engagement Council and oversee the development of their governing policies, facilitate meetings, and partner with them on strategic initiatives set forth by PHS.
- Identify opportunities for alumni to engage with current students through the Speaker Series, career networking, and other initiatives.
- Provide hospitality to all alumni who come on campus.
- Actively seek to expand and correct alumni contact and personal information for alumni.
- Keep current on trends in alumni and affinity engagement and benchmark programs and services with peer and aspirational educational institutions to align programs with best practices.
- Manage the alumni program budget and budgets for all events.
- Produce events sponsored by the advancement office beyond alumni events, including but not limited to fundraising, stewardship and constituent engagement events, such as the Providence Party, parent socials and on-boarding events, and major school-wide community-building events.
- Serve as a liaison between the Development department, the Communications department and the Facilities department, the Calendar Committee and other school-related programming committees.
- Work with appropriate staff and volunteer leadership to conceptualize events, including the purpose, targeted audience, key themes and messages, location and timeline.
- Utilize volunteers in appropriate roles to assist with event planning and implementation. May include the formation of committees and conducting meetings.
- Manage vendors, including contacts at outside venues, caterers, party rentals, florists, etc.
- Manage event registrations, nametags, and seating arrangements.
- Coordinate all marketing and promotions of events, including invitations, Web site, social media and other communications channels, as appropriate.
- Work with the finance office to secure appropriate contracts for all events, vendors, etc.
- Manage event budget and reconciliation process with the finance office.
- Provide event management support for select school-wide events, including graduation.
- Participate in briefings of PHS administrators, regents and others on their roles in events, including, if necessary, a briefing packet (guest list, program, script, etc.) about the event with adequate lead time.
- Work with graphic designers and printers to design and produce all event marketing materials, including save-the-date cards, invitations, letters, event programs, signage, etc.
- Prepare a written evaluation of designated events/programs, including conferring with appropriate people to analyze successes and areas for improvement.
- Staff events, when appropriate, to ensure program runs smoothly.
- Prepare financial report on designated events/programs.
- Develop and monitor each task related to the successful execution of each event including a detailed “run of show” to be shared with all other individuals involved.
- Perform other duties as assigned by Director of Development & External Affairs and Head of School.
- Occasional evening and weekend work.

Minimum Qualifications	
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| | <ul style="list-style-type: none"> • Bachelors degree (Masters preferred) • A minimum of five years of alumni relations and/or development experience, preferably in an independent school environment • Excellent verbal and written communication skills • Demonstrated leadership, managerial, and facilitative skills |
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- The candidate must have familiarity with annual giving, endowments, capital campaigns, and event-based fundraising efforts.
- Demonstrated ability to work collaboratively with diverse populations, including alumni, students, parents, and faculty.
- A record of successful collaboration and teamwork.
- A keen observational ability.
- Astute emotional intelligence, patience and empathy for others.
- The ability to give and receive constructive feedback, even in difficult circumstances.
- Attention both to detail and to big-picture context.
- Ability to maintain confidentiality
- The ability to manage multiple projects at once.

SALARY RANGE: \$75,000 to \$85,000

TO SUBMIT AN APPLICATION:

Please click this link to upload your application, including the following documents::

- <https://providencehigh.formstack.com/forms/applicationdocs>
- Cover letter explaining both interest in and qualifications for the position.
- Resume or CV
- Names, e-mail addresses, and telephone numbers of at least three references. References should include at least two direct supervisors.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skill required of employees so classified.

Work Environment: At Providence High School, equity, inclusion, and social justice are core to our mission. We are proud to be an equal opportunity workplace and embrace difference for the benefit of our students, families, faculty, and staff. Our goal is to create a diverse learning community where every employee is known, cared for, supported, and retained. As such, Providence is committed to maintaining a responsive and inclusive workplace free of discrimination, harassment, violence, and any other abusive conduct. Mindful of our mission to be expressions of God's healing love, we employ and support people of any race, ancestry or national origin, gender, gender expression, gender identity, sex, sexual orientation, marital status, age, religion, disability, veteran or military status, citizenship, or any other applicable legally protected status with all the rights and privileges generally accorded or made available to all employees of the school.