



Austin Preparatory School Director of Alumni Engagement & Giving

Austin Preparatory School, located in Reading, Massachusetts, is seeking a qualified candidate for the position of **Director of Alumni Engagement & Giving**. Founded in 1961, Austin Prep is an independent co-ed Catholic school in the Augustinian heritage. Austin Prep enrolls approximately 800 students in grades 6-12 and employs 75 faculty.

The Director of Alumni Engagement & Giving plays a crucial role in fostering strong connections between Austin Prep and its alumni community. The position reports to the Director of Development and is responsible for keeping alumni informed, engaged, and committed to the school, including through their philanthropy. The position leads all alumni programming and volunteer management and implements strategies to engage alumni across different generations, including special events, reunions, and networking opportunities to encourage alumni involvement in school activities, volunteer opportunities, and fundraising initiatives. This position will also maintain regular communication with alumni through newsletters, social media, and other channels.

Qualifications: We are looking for a candidate with 3 to 5 years of experience in a development or alumni relations role. Bachelor's Degree required. The preferred candidate will have excellent attention to detail, written and verbal communication skills, strong relationship building skills and the with the ability multitask. They must have strong interpersonal skills and the ability to build and maintain relationships. This candidate will be a team player with a positive, enthusiastic, proactive approach. Must be able to maintain confidentiality of sensitive information and have flexibility to work evenings and weekends as well as travel as needed.

APPLICATION REQUIREMENTS AND SEARCH PROCESS

Our Commitment to Mission

The mission of Austin Prep is to “inspire hearts to unite, minds to inquire, and hands, to serve” which we exemplify through the Augustinian charisms of veritas, unitas, and caritas. Austin Prep a Roman Catholic Augustinian secondary school committed to Catholic social teaching which is based on and inseparable from our understanding of human life and human dignity. Every human being is created in the image and likeness of God and is therefore invaluable and worthy of dignity and respect as a member of the human family.

Austin Prep encourages applications from candidates who appreciate, understand, and respect the mission of Austin Prep and the School's Catholic identity. We seek applicants who can help enrich the School's Roman Catholic Augustinian mission and can help advance our commitment to what Pope Francis calls “integral human development.”

Interested candidates should submit the following electronic documents as a single PDF to **development.opportunities@austinprep.org**

- 1) In their cover letter, in addition to indicating why they are particularly interested in and qualified for this position, all candidates should describe how they can help support our Catholic faith and our Augustinian heritage.
- 2) Resume
- 3) Three professional references including e-mail, phone number, and a description of the professional relationship (references will not be contacted without the applicant's permission).

We will be reviewing applications immediately and only qualified candidates will be contacted as materials are received.