



JOB TITLE: Alumnae Director

REPORTS TO: Vice President for Advancement

JOB SUMMARY: The alumnae director is responsible for planning and executing alumnae activities, programs and publications that foster alumnae connections, involvement and support of the mission of Marian; and in conjunction with the vice president of advancement, identifies, cultivates, solicits and manages a portfolio of alumnae donors and prospects through personal visits and events.

ESSENTIAL JOB FUNCTIONS:

- Maintain an ongoing program of stewardship of alumnae, including regular personal outreach to alumnae donors and prospects. Research, update and maintain alumnae records to be entered in database software.
- Work with the vice president of advancement to develop, execute, and maintain fundraising initiatives to increase alumnae philanthropic support, participation and engagement.
- Identify, cultivate, recruit and retain the Alumnae Board of Advancement to accomplish specific goals in building the alumnae program.
- Develop a coordinated communication and solicitation strategy involving email, direct mail, phone, social media, personal visitation and volunteer engagement, all focused on shaping a sustainable tradition of annual alumnae support.
- Maintain a robust alumnae presence on social media outlets with a focus on leveraging the alumnae LinkedIn platform to keep alumnae engaged.
- Design, plan and implement all alumnae events, strategically pursue new avenues for increasing alumnae involvement, and ensure alignment with advancement team and school goals.
- Organize and manage alumnae volunteers, including support for alumnae events and programs.
- Create and distribute alumnae email communications and newsletters.
- Attend all alumnae-related events.

KNOWLEDGE AND SKILLS:

- Knowledge of Marian's mission, policies, procedures and philosophy
- Organizational skills and ability to prioritize tasks
- Ability to demonstrate a cooperative and professional attitude
- Ability to manage financial budget, reporting to the vice president for advancement

- Work independently and self-motivated
- Good interpersonal skills and ability to maintain confidentiality
- Ability to motivate volunteerism and lead the Alumnae Board of Advancement
- Work closely with the marketing and communications team to assist in managing website and print production
- Maintain a professional manner at all times and be a good representative of Marian High School

EDUCATION AND EXPERIENCE

- Bachelor's degree
- Two to three years of experience is preferred in volunteer management, special events planning, donor relations or a similar field.

To apply, please submit a cover letter and resume to Vice President of Advancement Bonnie Kruse @bkruse@omahamarian.org.