



Director of Alumnae Relations & Mission Advancement Job Description

The Mary Louis Academy

Mission and Background

The Mary Louis Academy in Jamaica Estates, NY is a Catholic college preparatory school for young women sponsored by the Sisters of St. Joseph of Brentwood, NY, and rooted in their charism of unity, reconciliation and inclusive love that embraces all of creation. In an atmosphere that fosters academic excellence and respect, we seek to empower young women to realize and value their own unique gifts – spiritual, intellectual, social – and to use their gifts as leaders in creating a just society. We are a community that celebrates cultural diversity and continues the Catholic tradition of service.

As a single gender school, we are aware of our unique opportunity to help our students appreciate their womanhood and to develop their gifts in an atmosphere which fosters academic excellence and respect. As educators, we provide an environment shaped by Christian ideals that nurtures the whole person by integrating faith and life. We foster an awareness of an active engagement in ecological stewardship. We recognize that shared partnership with parents and guardians in developing young women who will take responsibility for their life choices and value service to their community. In a world increasingly impersonal, we endeavor to empower each student to realize and value her own unique spiritual, intellectual, physical, emotional and social potential as a leader in today's society.

Director of Alumnae Relations & Mission Advancement (DoAR)

The Mary Louis Academy is conducting a search for its Director of Alumnae Relations & Mission Advancement to build upon our existing programming for alumnae. The Director of Alumnae Relations & Mission Advancement will be responsible for engaging alumnae in the life of The Mary Louis Academy through events, mission-based programming, and annual giving initiatives. This role will cultivate strong relationships with alumnae, ensuring they remain connected to TMLA's mission and values. It also provides meaningful opportunities for alumnae to give back through mentoring, volunteerism, and philanthropy.

The top characteristics/qualities TMLA seeks most in the (DoAR):

1. Strong relationship-building and community engagement skills
2. Passion for mission-driven programming and alumnae involvement
3. Excellent communication and marketing abilities
4. Event planning expertise
5. Experience overseeing donor engagement for annual giving campaigns
6. Proficiency in database management and alumnae engagement tools

The six focus areas for the (DoAR) role:

1. Alumnae Engagement & Events – Strengthen alumnae relations through reunion events, networking opportunities, and mentoring programs.



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2. Mission-Based Programming – Develop initiatives that align with the values of the Sisters of St. Joseph, incorporating alumnae into TMLA's mission.
3. Annual Giving Campaigns – Oversee annual giving initiatives such as the Reunion Class Gift and Giving Tuesday.
4. Mentoring & Volunteerism – Implement and support programs that connect alumnae with students and the broader school community.
5. Alumnae Communications & Marketing – Lead alumnae outreach through newsletters, digital engagement, and social media in partnership with the Director of Marketing
6. Database & Stewardship – Maintain alumnae records, track engagement, and foster donor stewardship.

Responsibilities

- Plan and execute the Annual Alumnae Reunion and regional alumnae events.
- Implement and oversee the Alumnae Mentoring Program.
- Lead annual giving programs focused on alumnae, including the Reunion Class Gift and Giving Tuesday.
- Develop mission-aligned initiatives for alumnae involvement in TMLA.
- Lead alumnae engagement through newsletters, digital outreach, and social media in collaboration with the Director of Marketing.
- Work closely with the President to foster alumnae engagement, philanthropy and mission integration.
- Collaborate with the Directors of Marketing, Admissions, and Enrollment to enhance alumnae engagement and visibility.
- Maintain accurate alumnae records and oversee database management.
- Encourage alumnae involvement through volunteerism, mentoring, and philanthropy.
- Develop and oversee class representative program (Alumnae Association) to strengthen alumnae engagement and peer-to-peer outreach.
- Identify and cultivate alumnae leaders who can serve as Reunion Class Gift chairs and engagement ambassadors.
- Collaborate with the Director of Development & Capital Giving to promote matching gift opportunities and encourage alumnae participation in giving challenges.
- Strengthen alumnae-student networking and career development by coordinating mentorship opportunities and career panels.
- Support the Aspire Program by providing pertinent alumnae data, facilitating alumnae involvement, and assisting with program-related initiatives that enhance college readiness and career exploration for students.
- Enhance alumnae volunteer engagement by providing structured opportunities for mentorship, event participation, and mission-aligned service projects.
- Represent alumnae interests as part of the Administrative Team.
- Collaborate with the Director of Development and Capital Giving on fundraising efforts, alumnae donor cultivation, and strategic initiatives as needed.



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- Collaborate with the Administrative Team to contribute to the reintroduction of *The Mariel After*, TMLA's annual fund report, ensuring alumnae engagement is highlighted.

Qualifications

- Bachelor's degree required;
- Minimum 5 years of advancement/institutional advancement management experience and a strong understanding of the factors that create transformative philanthropic outcomes;
- Demonstrated ability to conceptualize, plan, and cohesively integrate a full range of development programs; an alumni relations background is desirable;
- Contributor to the overall strategic planning of TMLA through innovation and creativity;
- Event management experience and/or passion for community social events;
- Excellent marketing and communication skills, both oral and written, and an understanding of what should be communicated to different audiences;
- Decisive and confident leader who embraces the TMLA's mission-driven culture;
- Knowledge in and experience using donor wealth screening platforms and development data systems, significant experience using technology including databases (e.g., Blackbaud), spreadsheets, and Google tools;
- Proven track record of thriving on and contributing to teams;
- Strategic thinker and creative problem-solver with the ability to see the big picture;
- Superior interpersonal, organizational, leadership, and managerial skills;
- High level of energy, flexibility, warmth, and a ready sense of humor;
- Comfortable with the use of data to drive decision making;
- Ability to work effectively with multiple constituencies;
- Experience with independent Catholic school is preferred yet not required

To Apply

Candidates should submit the following materials as separate PDF documents to hiring@tmla.org:

- A cover letter expressing their interest in this position.
- A current and thorough resume of no more than four pages.