Available Position:	**Manager of Alumni and Alumni Family Relations 2026-2027**
Department:	Advancement
Reports to:	Assistant Head of External Affairs
Full/Part-Time:	Full-Time
Date Posted:	October 20, 2025
Start Date:	August 1, 2026

About the Trinity Preparatory School of Florida:
Trinity Preparatory School is an independent, coeducational college-preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School in grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both in and out of the classroom with a balance of academic rigor and wellness. Trinity's student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

Position summary:
The Alumni and Alumni Family Relations manager will establish, communicate, and manage a comprehensive annual events calendar to keep alumni and alumni families informed, engaged, and connected to Trinity Prep.

Working with the Office of Advancement, this role will also work to increase alumni and alumni family giving to Trinity Prep.

The Alumni and Alumni Family coordinator will exemplify Trinity Prep's four Core Leadership Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation

In addition, the Coordinator of Alumni & Alumni family relations will exemplify Trinity Prep's three Core Leadership Competencies that apply to all faculty of the organization:

- Drives Engagement
- Drives Results
- Customer Focus

Primary Responsibilities:

- Establish a multiyear alumni events calendar that includes homecoming, reunions, regional events, alumni affinity events, alumni awards (Athletic Hall of Fame, Arts Hall of Fame, Distinguished Alumni)
- Planning for all anniversary classes: 5, 10, 15, 20, 25, 30, 35, 40, 45, 50 year reunion classes will serve as a primary responsibility for this position. This person will identify reunion class chairs and work closely with all reunion planning leadership.
- Manage and oversee all digital community-building platforms which include social media channels
- Work with the advancement office to create an annual solicitation calendar for alumni and alumni families.
- Work with the database manager to help find lost alumni and keep alumni and their family records up to date.
- Work with senior class leadership to prepare to welcome them as alumni.
- Support advancement office events such as Grandparents Day, Golf outing, tennis, groundbreaking receptions, and the Evening of Appreciation donor event.
- Plan, develop programming for, and execute events
- Travel domestically
- Oversee the Alumni Advisory Board
- Report to the Assistant Head of School for External Affairs
- Perform duties as assigned by the supervisor

Qualifications and Experience:

- Bachelor's degree from an accredited institution.
- Knowledge of and experience at premier independent schools with compatible missions preferred.
- Promotes an inclusive environment that values, encourages, supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
- Must pass a Jessica Lunsford Level II background check and drug test.

Certifications Required:

- CPR/AED/First Aid can be obtained upon hiring.

Benefits:

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plans.

Employee Nondiscrimination Policy:

- Trinity Preparatory School is an Equal Opportunity Employer.

Safeguarding for Children and Youth:

- Trinity Preparatory School of Florida is committed to ensuring the safeguarding and well-being of its students and expects all faculty, staff, and volunteers to share this commitment. The recruitment process at TPSF is carried out in accordance with recommendations of the Episcopal Diocese of Central Florida on Protection for Children and Youth from Abuse and includes rigorous background checks prior to appointment and additional training after appointment.

Application Requirements:

- Interested candidates should complete an application through the below link: APPLY NOW