



Title: Director of Alumni Relations
Classification: Salary

Status: Full-time; 12 months
Reports to: Director of Development

JOB SUMMARY

The Director of Alumni Relations is a full-time, 12-month, 40 hour per week position and reports directly to the Director of Development. The Director of Alumni Relations is responsible for the development, implementation, and management of effective long-term alumni programs, fundraising strategies, and communications. The role of the Director is to inspire and engage the Alumni community to stay connected and involved with Parish and to build, strengthen and maximize their goodwill, relationships and financial support of the School.

The overall success of the Advancement Office depends on teamwork and collaboration. This position requires the Director of Alumni Relations to work closely with other members of the Advancement Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Key duties and responsibilities include planning, leading and supporting a series of activities and events throughout the year for engagement of alumni and parents of alumni, through events, travel, online programs, communications, volunteer involvement and personal interaction including:

- Coordinate all alumni events, including reunion, regional and out-of-state events; (travel is required to facilitate events)
 - Maintain regular communication with alumni and alumni families via direct contact, phone, email blasts, alumni section of the website, print publications, thank you letters, social media, etc.
 - Develop and maintain collaborative relationships and programs with all school departments and divisions including admissions, college counseling, athletics and arts
 - Develop and deliver quarterly digital alumni newsletters highlighting events, announcements, activities, engagement and volunteer opportunities. This includes identifying story ideas, conducting interviews, and writing features.
 - Assist Communications team with all alumni e-notices and with production of the alumni section of the PantherBeat, the annual print publication of Parish, including generation of story ideas and outreach to alumni constituents as well as gathering, verifying, and editing of Class Notes
 - Manage the Alumni Association social media presence, including Facebook, Instagram, and LinkedIn, and create content plans and calendars to create awareness and engagement
 - Act as primary staff support and liaison for Parish Alumni Board, helping organize and execute board meetings. Annually solicit each alumni board member.
 - Collaborate with the Director and Assistant Director of Development to develop and implement alumni-specific philanthropic appeals, increasing annual support of fundraising campaigns
 - Administer and facilitate Parish Episcopal Alumni group on LinkedIn as well as Parish Connect programming to promote alumni career networking
 - Assist with School-wide and Advancement-specific events including, but not limited to, Homecoming and Founders Day
 - Ensure accurate and complete alumni database records; capture contact, biographical, and career information of alumni via correspondence, networking, website, postal returns, etc.
 - Assist in taking photographs at all alumni events
 - Support the school and its leadership
 - Manage alumni program budget
 - Assist Upper School administration with planning and execution of Graduation ceremonies
 - Perform other duties as assigned
 - Promote the School's statement of mission and philosophy
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

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| ▪ Attend Staff Development Meetings | ▪ Attend Conferences |
| ▪ Attend School Functions as needed | ▪ Attend Chapel |
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SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

- Bachelor's degree
- A minimum of three (3) years' experience in a relevant non-profit, special event planning or development environment preferred
- Experience in coordinating, implementing, and/or managing complex events
- Computer proficiency, including MS Word, MS Excel, MS PowerPoint, Canva, Google Suite, Zoom, database experience (Blackbaud's Raiser's Edge experience preferred), Internet tools, and social media proficiency (Instagram, Facebook, and LinkedIn. Hootsuite experience is a plus.
- Ability to communicate effectively with multiple constituencies, including alumni, parents of alumni, students, parents and faculty and staff
- Ability to use basic office equipment
- This candidate must have the ability to work both nights and weekends as required
- Graduate of Parish Episcopal School is a plus

Job Knowledge, Skills, and Abilities:

- An extremely well organized, detail-oriented individual who has a high energy level together with an accompanying sense of urgency.
- Bright, hardworking and enthusiastic with a serious commitment to excellence.
- Industrious, independent-minded and determined, with a drive to achieve results.
- Ability to multi-task and balance competing priorities.
- Strong analytical and persuasion/negotiation skills.
- Well-developed interpersonal skills to deal effectively with a wide range of constituents, including those at very senior levels.
- Polished and self-confident when interacting with people of power, influence, and wealth.
- A person of unquestioned integrity who has an impeccable reputation, who honors commitments, and who deals with people in a straightforward and personal way.
- An accessible and approachable people person with a good sense of humor.
- Self-confident and secure in one's achievements without seeking or requiring recognition.

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- ☒ Office Environment
- ☐ Classroom Environment
- ☐ Works Primarily with Students
- ☒ Works Primarily with Adults; Some Exposure to Students
- ☒ Travel - Light
- ☐ Travel - Heavy
- ☐ Evening and/or Weekend Commitment - Light
- ☒ Evening and/or Weekend Commitment - Heavy
- ☒ Inside
- ☐ Outside
- ☒ Works with Others
- ☒ Works Alone
- ☐ Extreme Heat
- ☐ Extreme Cold
- ☒ Noise

Physical Requirements:

- ☒ Seeing

- ☒ Color Perception
- ☒ Hearing
- ☒ Clear Speech
- ☒ Touching (Hand and Finger Dexterity)
- ☒ Sitting
- ☒ Fine Finger Manipulation in Use of Computer
- ☒ Standing
- ☒ Ability to Move Distances
- ☐ Hillcrest Campus includes 5 buildings, 10 acres
- ☒ Midway Campus is 350,000 square feet, 50 acres
- ☒ Driving
- ☐ Climbing
- ☐ Balancing
- ☐ Kneeling
- ☐ Crawling
- ☐ Reaching
- ☐ Twisting or Bending at Waist
- ☒ Pushing or Pulling

- ☒ Lifting 0 - 20 pounds
- ☐ Lifting 0 - 40 pounds
- ☐ Lifting 0 - 75 pounds
- ☒ Carrying 0 - 20 pounds
- ☐ Carrying 0 - 40 pounds
- ☐ Carrying 0 - 75 pounds

Mental Requirements:

- ☐ Reading - Simple
- ☒ Reading - Complex
- ☐ Writing - Simple
- ☒ Writing - Complex
- ☐ Clerical
- ☒ Basic Math Skills
- ☒ Analysis and Comprehension - Simple
- ☐ Analysis and Comprehension - Complex
- ☒ Decision Making - Simple
- ☐ Decision Making - Complex
- ☐ Exercise Discretion - Simple
- ☒ Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.