

XAVIER HIGH SCHOOL Office of Advancement

Founded in 1847, Xavier High School is an academically rigorous, Catholic, Jesuit, college preparatory school in New York City that educates intelligent, motivated young men of diverse backgrounds and means. Xavier teaches students to take responsibility for their lives, to lead with integrity, to act justly in service of others, to pursue excellence in every endeavor and to deepen their relationship with God. Ultimately, Xavier forms young men who will go forth to transform the world for God's greater glory.

Xavier High School seeks a Director of Alumni Relations.

The Director of Alumni Relations develops and executes a comprehensive alumni engagement strategy serving Xavier's 13,000+ alumni. The Director strengthens lifelong connections to the school and its Catholic, Jesuit mission, with the goal of increasing alumni participation in events, volunteering, and philanthropy. Working collaboratively with colleagues across the Advancement Team, the Director plans and delivers high-quality programs and events locally, regionally, and nationally. The Director serves as a visible ambassador for Xavier, representing and modeling the school's mission and values. This position requires regular evening work and occasional weekend hours in support of more than 40 events annually.

Title: Director of Alumni Relations

Department: Advancement

Reports to: Vice President for Advancement

Position Type: Year-round, full-time exempt

Salary Range: \$70,000–\$90,000 per year

Benefits: Medical, dental, retirement

Responsibilities:

Strategy & Development

- Develop annual alumni engagement plans aligned with Xavier's mission and Advancement priorities
- Establish and track key metrics (participation, attendance, donor conversion, digital engagement)

Reunion Programming

- Plan, coordinate, and execute all reunion programming in partnership with class committees, notably the 50th Reunion committee

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- Recruit, train, and provide ongoing support to class chairs and reunion committee volunteers
- Collaborate with the annual giving team to integrate reunion fundraising campaigns and maximize alumni giving

Event Management

- Develop and manage a multi-year regional engagement calendar including Florida, Boston, Washington, D.C., Chicago, the southeast and California
- Personally execute events in select key regions and prepare event plans for handoff to colleagues in others, in collaboration with venues, volunteers, and hosts
- Coordinate summer receptions (Rockaways, Jersey Shore, Cape Cod, Long Island)
- Plan and direct major alumni events: Beefsteak Dinner, Young Alumni Turkey Bowl Luncheon, Reunion Weekends, and affinity group programs.
- Manage all event logistics including venue selection, vendor management, budget oversight, attendee communications, on-site setup and breakdown, and supply management
- Travel as needed to support events and conduct alumni visits

Communications & Digital Engagement

- Manage alumni website content in partnership with Communications & Marketing Office
- Help produce content for digital newsletters, class notes, and alumni feature stories
- Send In Memoriam notices to classes

Volunteer & Community Engagement

- Recruit, train, support, steward, and recognize alumni volunteers including class chairs, regional hosts, and committee members
- Strengthen engagement within affinity groups and professional networks such as Alumni of Color, Xavier Business Council, Xavier Bar Association, and Emerging Xavier Leaders
- Represent Xavier and provide care and support to alumni and families during times of illness or bereavement, including hospital, wake, and funeral visits as appropriate

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- Maintain a visible, vibrant presence within the school community, actively building authentic relationships with alumni, families, students, faculty, and staff
- Participate in school liturgies, retreats, and service programs; maintain visible presence at school events
- Provide campus tours and hospitality for visiting alumni

Operations & Administration

- Develop, manage, and reconcile budgets for alumni programming, events, and travel; ensure accurate and timely financial reporting
- Maintain accurate and current alumni records in Raiser's Edge NXT; track engagement activities, volunteer interactions, and donor cultivation efforts

Qualifications

- Bachelor's degree required; advanced degree preferred
- 1–3 years of experience in alumni relations, advancement, nonprofit management, event planning, or related fields preferred but not required
- Exceptional interpersonal and written communication skills with demonstrated ability to engage authentically with alumni across generations
- Strong project management and organizational skills with keen attention to detail and ability to manage multiple concurrent priorities
- Demonstrates initiative and the ability to think quickly and creatively in dynamic situations, particularly during live events and volunteer coordination
- Builds authentic, trust-based relationships across constituencies; communicates with warmth, professionalism, and emotional intelligence
- Familiarity with Raiser's Edge NXT, CRMs, and digital platforms a plus
- Understanding of and enthusiasm for Catholic, Jesuit education
- Availability for evening/weekend work and regular travel

Working Conditions

- This is a full-time, five days per week, on-site position
- Regular evening and occasional weekend work required
- Domestic travel required
- Physical requirements include ability to lift and transport event supplies and materials, and perform hands-on event setup and breakdown

To apply, please send a cover letter, resume, and three references to Mr. Shane Lavin, Vice President for Advancement, at lavins@xavierhs.org by March 27.