



CHRISTOPHER COLUMBUS

A Marist Brothers High School 1958



Job Title: Alumni Events Coordinator, Office of Advancement Christopher Columbus High School

Reports to: Strategic Initiatives Manager

Job Summary:

The Alumni Events Coordinator at Christopher Columbus High School (CCHS) plays a key role in planning, organizing, and executing events and initiatives that engage and connect with the school's alumni community. Working for the Office of Advancement, reporting directly to the Strategic Initiatives Manager, the Alumni Events Coordinator is responsible for coordinating assigned aspects of alumni events, from conceptualization to post-event evaluation. This position requires strong event planning, communication, and organizational skills, as well as a passion for fostering meaningful relationships with CCHS alumni.

Responsibilities:

1. Event Planning and Execution:

- Coordinate and execute a variety of alumni events, including Signature Events, reunions, and networking receptions.
- Coordinate assigned event logistics, including venue selection, vendor outreach, budget management, invitations, RSVP tracking, and on-site event management.
- Manage and optimize event management platforms (ex: Eventbrite), including event creation, registration set up, ticketing, reporting, and attendee communication to ensure a seamless user experience and accurate data tracking.
- Recruit, coordinate, and manage event volunteers, including scheduling, training, and on-site supervision, to ensure efficient event operations and a high-quality attendee experience.
- Oversee event timelines and run-of-show documents to ensure all elements are executed efficiently and professionally.
- Oversee day-of-logistics, including vendor coordinator, event setup and breakdown, timeline execution, and real-time problem-solving to ensure smooth and successful event operations.
- Manage vendor relationships, including negotiating contracts, processing payments, and ensuring timely fulfillment of services. Develop and maintain accurate event budgets, tracking expenses against projections to ensure cost-effectiveness and financial accountability to report to the Strategic Initiatives Manager and senior leadership.
- Provide regular updates and forecasting on upcoming events, ensuring alignment with institutional priorities and avoiding scheduling conflicts.



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2. Alumni Engagement:

- Foster and maintain strong relationships with CCHS alumni through proactive outreach, consistent communication, and thoughtful, personalized engagement strategies that reflect alumni interests and life stages. Serve as a primary point of contact for alumni event inquiries, ensuring a responsive and relationship-driven experience.
- Identify and leverage key dates, milestones, and strategic touchpoints (e.g., reunions, athletic seasons, major school events, and giving campaigns) to maximize alumni engagement and event attendance. Align outreach and programming with the broader institutional calendar to create timely, relevant, and impactful engagement opportunities.

3. Collaborative Partnerships:

- Collaborate with various departments within CCHS, such as Marketing/Communications, Academic Affairs, and Athletics, as well as the Alumni Association Executive Committee to coordinate alumni-focused initiatives and integrate alumni engagement into broader school strategies.
- Establish and maintain relationships with external organizations, sponsors, and vendors to enhance alumni event offerings and secure necessary resources and support.

4. Data Management and Reporting:

- Track and analyze event data, including attendance, feedback, and fundraising results, to evaluate event success and identify areas for improvement.
- Prepare regular reports on alumni engagement activities and event outcomes for the Strategic Initiatives Manager and senior leadership.
- Track and manage post-event inventory, including merchandise, beverage/liquor supplies, and event materials, ensuring accurate counts, proper storage, and reconciliation against pre-event projections to inform future planning and purchasing decisions.

5. Professional Development:

- Stay current on industry trends, best practices, and emerging technologies in alumni relations and event planning.
- Attend relevant professional development opportunities, conferences, and workshops to enhance knowledge and skills.

Qualifications:

- Previous experience in event planning, preferably in an educational or nonprofit setting.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.



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- Proficient in event management softwares, such as Raiser's Edge, Eventbrite, and Google suite.
- Knowledge of alumni engagement strategies and best practices.
- Ability to work independently and collaboratively in a team-oriented environment.
- High attention to detail and ability to prioritize tasks effectively.
- Flexibility to work evenings and weekends, as required by event schedules.
- Passion for building relationships and engaging with alumni.
- Bachelor's degree in business, communications, or public relations preferred but not required.

Note: This job description is intended to convey essential job functions and requirements. It is not intended to be an exhaustive list of responsibilities, duties, and skills. Other duties may be assigned as needed to support the goals and objectives of CCHS and the Strategic Initiatives Manager.

Please send all resumes to Marisa Ramunas at mramunas@columbushs.com. Thank you.



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