



Sacred Heart Academy Bryn Mawr (SHA) is an independent, Catholic, all-girls school serving students in grades Preschool–12 with a coeducational preschool program. Founded in 1865 by the Religious of the Sacred Heart of Jesus (RSCJ), SHA has remained steadfast in its mission to nurture young women in mind, heart, and spirit.

Guided by the Goals and Criteria of the Network of Sacred Heart Schools in the United States and Canada, and rooted in the desire to spread the love of the Heart of Jesus through education, SHA provides a rigorous academic experience within a supportive and empowering community that fosters personal growth, leadership, service, and global awareness.

The Opportunity

Sacred Heart Academy (SHA) seeks an enthusiastic, relationship-oriented and highly organized Alumnae Relations & Community Engagement Coordinator to strengthen connections among alumnae, current families, and the broader SHA community.

This position plays an important role in cultivating meaningful relationships, fostering a lifelong connection to Sacred Heart and coordinating events and engagement opportunities that celebrate SHA's mission, traditions, and community.

The ideal candidate is a collaborative professional who enjoys bringing people together, takes pride in creating memorable experiences, and understands the importance of building and sustaining relationships across generations of the Sacred Heart community.

Key Responsibilities

Community Engagement & Alumnae Relations

- Serve as the primary liaison to the SHA Alumnae Association and Parents' Association, fostering strong partnerships and supporting their engagement initiatives.
- Cultivate and maintain meaningful relationships with alumnae through regular communication, personal outreach, engagement programs, and events.
- Coordinate the recognition of significant alumnae life events, including birthdays, anniversaries, illnesses, and losses, through appropriate personal outreach, cards, floral arrangements, and representation at funerals or memorial services when appropriate.
- Plan and coordinate alumnae events, including class reunions, regional gatherings, networking opportunities, and speaker programs.
- Coordinate alumnae communications, including *From the Hill*, email outreach, and social media content in collaboration with the Marketing & Communications team.
- Maintain accurate and current alumnae records in Raiser's Edge NXT to support engagement, outreach, and institutional advancement efforts.

- Identify opportunities to increase alumnae participation in the life of SHA and strengthen connections between alumnae and current students.

Event Coordination

- Coordinate logistics for school-wide events in collaboration with the Office of Development, Office of Enrollment Management, and other departments.
- Support development-led events, including the Hall of Honor, donor recognition events, and community engagement initiatives.
- Serve as the primary point of contact and logistical coordinator for alumnae interested in hosting private events at SHA including weddings, bridal and baby showers and other celebrations.
- Provide logistical and operational support for Parents' Association events, including Christmas at the Mansion and the Spring Classic Golf Outing.
- Collaborate with the Director of Enrollment Management on admission events, including open houses, prospective student receptions, and new family orientation programs.
- Assist with the planning and coordination of significant school events, including Commencement, Baccalaureate Mass, award ceremonies, and other milestone celebrations.
- Coordinate with faculty, staff, vendors, volunteers, and other stakeholders to ensure events are well-organized, welcoming, and reflective of SHA's mission and traditions.
- Support event communications, registration, volunteer coordination, and day-of-event logistics.

Administrative & Collaborative Responsibilities

- Manage event registrations, RSVP lists, budgets, vendor arrangements, and post-event evaluations.
- Recruit, coordinate, and support volunteers and committees associated with alumnae and community events.
- Collaborate with colleagues across departments to ensure consistency, effective communication, and mission alignment in all engagement activities.
- Maintain organized records, timelines, and planning materials for recurring events and programs.
- Participate actively in school life and represent SHA professionally at events and community functions.
- Perform additional duties as assigned by the Director of Development.

Qualifications & Skills

- A graduate of Sacred Heart Academy or another Sacred Heart Network school is highly preferred.
- Bachelor's degree in Marketing, Event Management, Communications, Nonprofit Administration, or a related field preferred.
- Minimum of two years of experience in event planning, alumnae relations, community engagement, development or a related field preferred.
- Excellent interpersonal and communication skills, with a genuine enthusiasm for relationship building and community engagement.
- Strong organizational skills, attention to detail, and the ability to manage multiple projects and competing priorities.

- A welcoming, personable, and service-oriented approach to working with alumnae, families, volunteers, and colleagues.
- Ability to work independently, exercise sound judgment, and collaborate effectively with faculty, staff, and school leadership.
- Proficiency in Google Workspace and familiarity with constituent relationship management or donor management systems, such as Raiser's Edge NXT or Blackbaud.
- Willingness to participate in school events and activities, including evenings and weekends.
- Commitment to the mission, values, and traditions of Sacred Heart education, with the ability to represent SHA in a professional and enthusiastic manner.

Position Schedule & Flexibility

This position is envisioned as a full-time, 10-month role with a flexible schedule that accommodates the needs of SHA and its community engagement activities.

SHA is also open to considering a part-time arrangement of approximately 20–30 hours per week for a qualified candidate. The specific schedule and scope of responsibilities will be determined based on the selected candidate's experience, availability and the operational needs of SHA.

The position requires evening and weekend commitments to support alumnae gatherings, school events, and community activities. Flexibility in scheduling will be provided to accommodate these responsibilities.

Work Environment & Physical Requirements

- Work is primarily performed on campus, with occasional travel to off-campus alumnae and community events.
- Ability to work occasional evenings and weekends as required by the school calendar and event schedule.
- Ability to lift up to 25 pounds and perform light physical duties associated with event preparation and setup with reasonable accommodations as appropriate.

How to Apply

Interested candidates should submit a cover letter and resume or curriculum vitae to admin.opening@shabrynmawr.org. Please include salary expectations or a general compensation range. Applications without this information may still be considered.

Sacred Heart Academy Bryn Mawr is an equal opportunity employer and seeks candidates who will contribute to and support the School's mission and community.