CARROLLWOOD DAY SCHOOL
Education with Character

Assistant Director of Alumni Engagement
Position Starts December 2026

Carrollwood Day School is seeking a dynamic **Assistant Director of Alumni Engagement.** Well qualified candidates will be enthusiastic, hard-working, mission-driven, self-motivated, results-oriented with 3+ years of successful engagement experience, preferably in an educational setting. This is a 12-month, full-time position that reports to the Director of Development.

Carrollwood Day School is an innovative International Baccalaureate (IB) independent school located in North Tampa, FL. Since the inception of CDS in 1982, we have prided ourselves on being a community of learners. We have grown from a preschool into a comprehensive program serving more than 1200 students from age two through 12th grade. Carrollwood Day School stands out as a leader in its commitment to educate the whole child and is recognized nationally for its academic excellence and its school-wide emphasis on character development. Outside the classroom, our students are engaged in a multitude of athletics, arts, and extra-curricular programs. In short, we have PATRIOT PRIDE in everything we do at CDS.

The vision of Carrollwood Day School is to build a community prepared and inspired to better the world. As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 36 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education. In 2022, CDS was welcomed into the prestigious Round Square organization. In 2023, CDS was awarded the Florida and National School of Character Designation for the second time.

Understanding that a team of talented, supported, and growth-minded teachers is what leads to student success, the first pillar of our strategic plan is to become the destination school for exceptional educators in the Tampa Bay region. Want to join our team and better the world?

The Position of Assistant Director of Alumni Engagement:

The Assistant Director of Alumni Engagement is responsible for developing and implementing programs, events, and communications that foster meaningful, lifelong connections between Carrollwood Day School and its

alumni. This role oversees alumni engagement initiatives, supports the Alumni Council and Alumni Parent Ambassador Program, maintains alumni records and communications, and creates opportunities for alumni to connect with current students, faculty, and the broader CDS community. In partnership with the Director of Development, the Assistant Director also supports alumni philanthropy and fundraising initiatives that strengthen alumni participation and investment in the school's mission. This position collaborates across departments to advance schoolwide priorities and promote a strong, connected alumni community.

Essential Job Responsibilities

- **Alumni Engagement and Programming**
  - Support and advance the vision and mission of Carrollwood Day School through meaningful alumni engagement and relationship-building.
  - Develop and implement alumni engagement strategies and programming that strengthen lifelong connections between CDS and its alumni.
  - Plan and execute alumni events and programs, including Homecoming, reunions, alumni socials, regional gatherings, and networking opportunities in key cities such as New York, Washington, D.C., Atlanta, and Miami.
  - Develop and shepherd opportunities for alumni to connect with current students, faculty, and staff through career panels, Career Day, guest speakers, mentorship, and other engagement initiatives.
  - Partner with Admissions to manage and grow the Alumni Parent Ambassador Program, including recruiting ambassadors, coordinating training, and creating meaningful engagement opportunities.
  - Lead the Student Alumni Relations Committee, coordinating meetings, activities, and initiatives that connect current students with alumni.

- **Alumni Leadership and Community Building**
  - Provide leadership and organizational support for the Alumni Council, working with Council leadership to establish goals, plan the annual calendar, and facilitate approximately three to four meetings per year.
  - Coordinate the Alumni Parent Panel and other initiatives that strengthen alumni and family engagement.
  - Maintain a portfolio of alumni and alumni families, cultivating existing relationships and developing new connections to increase participation and engagement.

- **Alumni Communications and Data Management**
  - Manage and maintain accurate alumni records and engagement data in a CRM.
  - Collaborate with Marketing and Communications to maintain and enhance the alumni platform and ensure alumni information remains current and accessible.
  - Develop and coordinate alumni communications across social media, print, and digital channels, including alumni features, professional spotlights, athletic achievements, event invitations, class notes, and stories for *The Talon*.
  - Encourage alumni participation in the alumni platform and create opportunities for alumni to share updates, accomplishments, and stories.

- **Alumni Philanthropy**
  - Partner with the Director of Development to develop and implement alumni fundraising initiatives that increase alumni giving and annual participation.
  - Cultivate relationships with alumni and alumni families to strengthen their connection to CDS and nurture ongoing philanthropic support.

- **Professional and Schoolwide Responsibilities**
    - Maintain professional competence and subject matter expertise through relevant professional development, staff development programs, and school meetings.
    - Model and foster nondiscriminatory practices, a global mindset, integrity, and professionalism.
    - Collaborate effectively with colleagues across departments and divisions to advance schoolwide initiatives.
    - Participate in and assist with school activities and operational responsibilities, including arrival and dismissal, lunch duty, assemblies, field trips, Open House, and other duties customary in a PK–12 independent school environment.
    - Maintain regular and punctual attendance, including participation in division and school meetings, professional development days, graduation, and other required events.
    - Adhere to all school policies and procedures as outlined in the Employee Handbook and other school materials.

Qualifications and Attributes Needed for Success

- Bachelor's degree required.
- Minimum of three years of experience in alumni engagement, community engagement, relationship management, education, or a related field.
- Knowledge of independent school culture, alumni engagement, and development practices preferred.
- Experience managing volunteers and building relationships with diverse constituent groups.
- Proficiency in Microsoft Office and Google Workspace; experience with Veracross, Blackbaud, or other constituent databases preferred.
- Excellent interpersonal, written, verbal, and presentation skills.
- Strong organizational, project management, and follow-up skills, with the ability to prioritize competing responsibilities and meet deadlines.
- Detail-oriented, collaborative, and adaptable, with the ability to navigate ambiguity and changing priorities in a dynamic school environment.
- Demonstrated discretion and sound judgment in handling sensitive and confidential information, with the highest standards of ethics and professionalism.
- Ability to communicate courteously and effectively with students, alumni, families, colleagues, and other school constituents.
- Commitment to the vision, mission, and values of Carrollwood Day School.
- Willingness to participate in ongoing professional development and contribute to schoolwide initiatives.
- Enthusiasm for engaging with the broader CDS community beyond the traditional school day.
- Availability to attend evening events and occasional weekend activities.
- Valid driver's license, reliable transportation, and an acceptable driving record.
- Demonstrates professionalism, collegiality, and sound personal conduct in representing the school.

Compensation includes a comprehensive employee benefits package; CDS offers a competitive salary commensurate with background and experience.

Qualified candidates should send a resume/CV and a statement of interest to Ashley Gerb, Director of Development, agerb@carrollwooddayschool.org and Anita Pittman, Chief Human Resources Officer, apittman@carrollwooddayschool.org.