



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Job Title: Alumni Engagement Coordinator

Department: Development

Reports to: Director of Development

Job Summary:

The Alumni Engagement Coordinator manages all functions of alumni relations, including planning and running special events designed for alumni and implementing services and activities that engage alumni and encourage participation in the life of the SAA-SDS. The Coordinator also manages and executes the alumni-giving program, which entails direct mail, phone-a-thons and personal solicitations. In addition, the Alumni Engagement Coordinator will support the efforts of the Development office through the planning and management of fundraising events.

Essential Duties & Responsibilities:

- Building and maintaining a strong and effective alumnae/i relations and giving program to include events, cultivation and solicitation of alumnae/i
- Managing alumni giving including the development and implementation of a year-long solicitation strategy including an Alumni Pledge Week
- Managing and support alumnae/i across the country and around the world
- Managing SAA Alumnae and SDS Alumni Board, class correspondents, and regional events
- Developing a strategy to locate lost alumnae/i
- Creating and managing content on the alumnae pages of the school website and social media
- Managing major alumni events – banquets, Hall of Fame ceremonies, luncheons, etc.
- Managing the Annual STARS and SUNS Golf Tournament

Other Duties:

- Representing St. Agnes – St. Dominic at campus, fundraising and community events
- Traveling as needed for donor meetings and professional development conferences
- Performing other duties as assigned by the Director of Development or President

The ideal candidate will be excited about the opportunity to work collaboratively in a diverse, inclusive, values-based Catholic, independent school community. To apply, interested candidates should submit a cover letter, resume, and contact information for at least three professional references (including name, phone number and email address) to Brooke Hamilton, Director of Development, at bhamilton@saa-sds.org.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.