



POSITION DESCRIPTION

Job Title: Alumni Relations & Events Coordinator

Reports to: Director of Mission Advancement

Summary:

Responsible for creatively and effectively engaging with our alumni network. Through special events and relationship building, this person shapes the alumni program to serve both SMCS and the alumni. Our coordinator will encourage their active and sustained participation in alumni events and financial support for the school. Lead the collaborative planning for major system events including Zephyrfest, Zephyrs Connect, and others including communicating the mission, brand and message of SMCS through all system events. The coordinator will effectively network with the SMCS community of alumni, parents, students, faculty and volunteers, to creatively promote awareness and share the story of St. Mary Catholic Schools.

General Duties/Responsibilities:

- Act as project lead for all alumni events
- Network with current students and recent graduates to highlight alumni relationships
- Leverage social media and other forms of communication (print marketing, newsletters, direct contact, and email blasts) to drive alumni engagement
- Serve as liaison for reunion committees and alumni gatherings
- Forge new relationships to start, and then grow the SMCS Alumni Association
- Maintain all alumni database records to ensure consistent communication to alumni
- Grow the volunteer involvement across all system events
- Ensure alumni are recognized through year end awards and hall of fame inductions
- Capture the heart and story of alumni to weave into the history of SMCS
- Inspire others to follow your leadership of Zephyrfest while working with key stakeholders
- Coordinate all aspects of Zephyrfest and other events to ensure the SMCS brand is enhanced in the minds of all participants
- Establish and maintain relationships with vendors and venues/negotiate contracts
- Create reliable financial reports and remain within budget
- Process all invoices
- Take the best practices of Zephyrfest and utilize them in other fundraising initiatives
- Champion the community building at SMCS through internal and external events and fundraisers
- Other duties as assigned

Qualifications:

- Bachelors degree in marketing, hospitality, public relations or related field is preferred
- Well-organized with strong multi-tasking abilities
- Excellent written and verbal communication skills with the ability to communicate with and serve a variety of stakeholders including alumni, donors, parents and students
- History of creatively executing large events
- Outstanding vendor management skills
- Networking savvy
- Resilience and adaptability
- Unbridled creativity, cutting-edge ideas
- Ability to maintain confidential information
- Strong belief in Catholic education

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community.

I am able to perform the above duties with or without reasonable accommodations.

Print Name: _____

Signature: _____

Date: _____