



POSITION DESCRIPTION

Job Title: Alumni Relations & Hospitality Coordinator

Reports to: Director of 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 alumni 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. The coordinator will also oversee and manage all aspects of hospitality, ensuring a welcoming and memorable experience throughout SMCS campuses and events.

Job Responsibilities:

- Act as project lead for all alumni events; class reunions, homecoming, holidays, Greater Zephyrs Open
- 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 and mentorships
- Create and 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
- Prepare and Distribute an Alumni Newsletter
- Works with other departments on Alumni coordination with their events
- Process all invoices
- Champion the community building at SMCS through internal and external events and fundraisers
- Prepare awards applications for groups or individuals
- Oversee and manage all aspects of hospitality for SMCS campuses, ie: ensuring front reception is welcoming, food/drinks are provided, appearance of work areas are well presented.
- Ensure supplies are adequate in quantity and quality for meetings, events and conference rooms
- 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: _____