



Manager of Alumni Engagement

REPORTS TO:	Vice President of Advancement
FLSA:	Exempt Status
JOB STATUS:	Regular full time
FTE:	1.0/12 months
COMPENSATION:	\$65,000-\$80,000 DOE

General Statement of Duties

Leads the strategic direction and operations of the Alumni Engagement program at Central Catholic High School. Collaborates with VP of Advancement in strategic outreach to alumni, as well as Student Life, Campus Ministry and Office of Equity and Community Engagement. Responsible for monitoring budget for all alumni-related activities. Responsible for planning, implementing, and managing events and activities that strategically engage alumni and parents in the mission of Central Catholic High School.

Essential Functions/Job Responsibilities

(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not necessarily exclude them from this position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)

Essential job functions:

- Recruit and manage Alumni Board of Directors.
- Collaborate with Alumni Board of Directors on specific alumni events including Octoberfest, Women's wine tour, Basketball Alumni Night and Drama Alumni Night,
- Collaborate with alumni chair on our annual Ram Open Golf Tournament and act as Tournament Director, managing all aspects of the tournament.
- Collaborate with our Manager of Events and Volunteers on Fall Tailgate event.
- Manage annual reunions. Collaborate with alumni class leadership, coordinate invitations, track registrations and organize other aspects of the gatherings. Manage communication with off-site reunion committees.
- Manage Hall of Fame Event (every five years). Communicate to recipients on all aspects of the event. Organize and execute the actual event.
- Collaborate with various departments within the school and externally to create new engagement initiatives and to coordinate currently existing initiatives, which include but are not limited to: College and Career Conversations (Student Life), Affinity Group Alumni Luncheons (Equity and Community Engagement), Week of Giving/Food and Coat Drive (Student Life and Campus Ministry)
- Collaborate with VP of Advancement and Manager of Communications and Marketing to create strategies for young alumni solicitations and communications.

- Collaborate with VP of Advancement to create a Giving Tuesday (or Central Catholic Day of Giving) Campaign as well as a campaign for the Alumni Association Scholarship.
- Strategize and implement Young Alumni annual giving campaign for digital (text), direct mail, video and social media to meet donor participation goals.
- Collaborate with VP of Advancement to create a reunion giving program. Strategize and implement appropriate stewardship activities.
- Collaborate with Student Life and Alumni board on “transition to alumni” ceremony (Senior Awards Assembly) and senior class gifts for our graduating senior class.

Specific Job Skills:

- Event planning experience required with golf tournament experience preferred.
- Ability to work closely with, manage and supervise both high school students and volunteers at all levels.
- Excellent organizational and interpersonal as well as verbal and written communication skills.
- High level of accuracy and attention to detail necessary, along with proficiency in Microsoft Office Suite (Word, Excel, Powerpoint).
- Knowledge of GiveCampus and Thankview (digital campaign software) and Blackbaud fundraising software a plus, as well as skills in videography

Qualifications:

- Bachelor’s degree in Business Administration, Organizational Communication, Non-profit Management or other related fields is required.
- One to three years’ experience of event planning preferred.
- Experience in a school or non-profit organization preferred.
- Knowledge and understanding of school/church organization and operational procedures preferred.

Benefits:

Central Catholic is proud to offer comprehensive benefits to our eligible employees:

- Medical, Dental, and Vision coverage for the employee at no cost
- Option to Opt-Out of Health Insurance
- Flexible Spending Account
- Short-Term & Long-Term Disability (Employer Paid)
- Personal Days and Sick Leave
- Holiday Pay
- Paid Jury Duty
- Paid Bereavement Leave
- Life Insurance
- Employee Assistance Program

Other Details:

- **Application Deadline:** Open until filled
- **Application Process:** Please email or fax application, cover letter, resume, and three references to employment@centralcatholichigh.org or 503.688.1092 (fax).

Questions concerning this position should be directed to Kate Grewell, Director of Human Resources & Employee Experience, employment@centralcatholichigh.org, 503-235-3138 x 1280.