

THE BENJAMIN SCHOOL

📍 North Palm Beach, FL



Director of Alumni Relations

Opportunity Statement



Location:

Palm Beach Gardens, FL



Founded in 1960 as North Palm Beach Private School by Nancy and Marshall Benjamin, **The Benjamin School** of today is one of the nation's premier independent day schools. From Early Childhood through Upper School (grades PK3 - 12), we offer a wide range of possibilities for students across broad horizons.

With over 1,300 students enrolled on two campuses in North Palm Beach and Palm Beach Gardens, The Benjamin School offers a comprehensive experience academically, athletically and artistically. Through a wide range of courses, class trips and co-curricular clubs and sports, students learn to work both independently and collaboratively.

Position Summary

Director of Alumni Relations

The Director of Alumni Relations serves as the strategic leader for all outreach, engagement, and fundraising initiatives designed to foster lifelong, meaningful connections between The Benjamin School and its alumni and parents of alumni communities. This pivotal role is responsible for designing and executing a comprehensive vision to elevate alumni philanthropic support through intentional stewardship, personalized cultivation, and proactive engagement. Beyond portfolio management, which includes cultivating high-net-worth prospects locally and nationwide, the Director is instrumental in overseeing and executing hallmark events, such as Homecoming Reunion Weekend and The Marshall Cup golf tournament. With an emphasis on expert volunteer management and a highly collaborative approach, the Director of Alumni Relations operates as a vital member of the development team, actively contributing to school-wide fundraising success and enriching the vibrant fabric of the school community.



1960

Founded

Grades

PK3 - 12

1,308

Enrollment

8:1

Student/Faculty Ratio

Key Expectations of all TBS employees

- Demonstrates support of the school's mission and policies
- Consistently models The Benjamin School values
- Builds positive interpersonal relationships with colleagues by establishing effective communication through listening, responsiveness, openness, availability, and approachability
- Takes initiative and ownership in displaying a positive work ethic and behaviors, and encourages this attitude in others
- Maintains proficiency in the field through personal and professional development that strengthens the role and the school

Development Functions Responsibilities

- Works collaboratively with the Chief Development Officer and the Development team to support annual fundraising goals while helping build a pipeline of new revenue
 - Proactively identifies alumni and parents of alumni as potential donor prospects, meets and secures gifts through local and regional travel
 - Builds, maintains, and owns a portfolio of at least 50 high-net-worth prospects/donors
 - Coordinates with the Director of Annual Giving, Director of Special Events, and Chief Development Officer on alumni solicitations for Annual Fund, BASH Gala, and other fundraising initiatives
 - Maintains accurate alumni records in the Customer Relationship Management Database(Raiser's Edge NXT) to track engagement, giving, and participation
 - Assists the development team with other fundraising priorities, including an ongoing capital campaign
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Alumni and Parents of Alumni Functions Responsibilities

- Develops and implements a detailed operational action plan and calendar for the Alumni Association and Parents of Alumni Association
- Manages both Councils, including volunteers, agendas for meetings, and goals
- Organizes and promotes various events, including Homecoming/Reunion Weekend, The Marshall Cup golf tournament, regional events, holiday parties, networking breakfasts, and the Distinguished Alumni Reception.
- Works in tandem with the Manager of Special Events to secure venues, negotiate vendor contracts, send invitations, etc.
- Meets with senior students in small groups, recruits class agents, assists with senior internships, and hosts events for the senior class
- Meets with all high school advisories and executes the annual alumni speaker series
- Maintains communication channels, including social media, digital, and print. Collects and prepares yearly class notes
- Manages Gradway alumni engagement web portal/app "Benjamin Connect."
- Maintains alumni budget

Required Skills and Abilities

- Exceptional verbal and written communication skills
 - Excellent organizational skills and attention to detail; ability to prioritize and work independently, and address several challenges simultaneously
 - Possession of a pleasant and collaborative style in the workplace, including a professional attitude
 - Ability to communicate effectively with all constituents in a school environment
 - Knowledge of various software suites, including Google Suite, Raiser's Edge, InDesign, and Adobe Photoshop
 - Ability to maintain confidential information
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Education and Experience

- Bachelor's Degree required and 3 years of experience
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Physical and Work Requirements

- Prolonged periods of time sitting at a desk and working on a computer
- Occasional movement about the office and lift and/or move up to 15 pounds
- Ability to work in excess of 8 hours a day, as well as evening and weekend hours as necessary for events and projects
- Travel required 25% of the time for meetings, events, and professional development



Candidates selected to advance must complete a background check and drug screening through the Florida Care Provider Background Screening Clearinghouse. More information is available at <https://info.flclearinghouse.com/>.

Salary & Benefits

The Benjamin School offers a competitive salary, \$90,000 - \$110,000, and an excellent benefits package, including Medical, Dental, Vision, AFLAC, 403(b) Retirement, Paid Time Off, Flexible Spending, Student Tuition Discounts, Educational Assistance, and School-paid Basic Life Insurance and Long-Term Disability. Additional information is available at www.thebenjaminschool.org.

How to Apply

The Benjamin School has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Juan Carlos Fanjul, Chief Development Officer), a resume, and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter, at alison@dovetailedsourcing.com.

DFWP/EOE



North Palm Beach, Florida

Located along Florida's scenic Atlantic coastline, North Palm Beach is a charming waterfront community known for its relaxed coastal lifestyle, beautiful marinas, and lush tropical landscapes. The village offers easy access to boating, golf, and pristine beaches while maintaining a quiet, residential feel. With its proximity to upscale dining, shopping, and cultural attractions in nearby Palm Beach County, North Palm Beach combines small-town charm with the conveniences of South Florida living.

Highlights of North Palm Beach

Waterfront Living

Situated along the Intracoastal Waterway, North Palm Beach offers exceptional boating access, scenic marinas, and beautiful waterfront views.

Beautiful Nearby Beaches

Residents enjoy quick access to pristine Atlantic beaches, including those at Juno Beach Park and John D. MacArthur Beach State Park.

Outdoor Recreation

Nature lovers can enjoy kayaking, paddleboarding, hiking, and wildlife viewing at John D. MacArthur Beach State Park.

Access to Arts and Culture

Nearby West Palm Beach offers a vibrant arts scene, including performances, galleries, and educational programming at venues like Kravis Center for the Performing Arts.

Upscale Shopping and Dining

Just minutes away in Palm Beach Gardens, residents enjoy premier shopping and dining at destinations like The Gardens Mall.

Relaxed Coastal Community

Known for its welcoming atmosphere and natural beauty, North Palm Beach offers a peaceful coastal lifestyle with easy access to parks, waterways, and year-round sunshine.