

Position Title : Coordinator of Alumnae Relations and Special Events

Organization : Mount St. Mary Academy

AFP-WNY Post Date : 5/24/2021

DEADLINE TO APPLY: 6/4/21

As a member of the Development team, the Coordinator of Alumnae Relations & Special Events supports the mission and philosophy of Mount St. Mary Academy. In particular, he/she works to promote the school and create a positive rapport with alumnae from all class years striving to reconnect classmates and become viable donors.

This position also serves as an assistant coordinator to many key development events, providing vision and direction to ensure successful planning and implementation.

This position is a twelve-month administrative position.

Reports to: Director of Development

AREAS OF SPECIFIC RESPONSIBILITY

The Coordinator of Alumnae Relations & Special Events works to deepen, strengthen and increase relationships with our alumnae, by facilitating the following:

ALUMNAE RELATIONS

- Coordinate and support alumnae reunions and class connections. This includes virtual reunions.
- Develop and maintain relationships with key MSM Alumnae
- Provide support and guidance to the MSM Alumnae Board
- Help vision and support the Alumnae Board major fundraiser event - the annual Alumnae Golf Tournament
- Nurture ownership of the alumnae ongoing fundraiser (Merchandise) with the Alumnae Board
- Coordinate nomination of Alumnae scholarship winners

COMMUNICATIONS

- Maintain communication network: monthly alumnae newsletter and web pages geared toward alumnae.
- Generate alumnae correspondence - condolences, congratulations, Mass cards
- Oversee the MSM archives and Alumnae Hall – organization, new additions
- Responsible for producing bi-yearly editions (one print/one digital) of Alumnae Focus magazine. This will include writing, producing content and images, and working with the school's creative agency to produce the final product
- Ensure that alumnae apparel/spirit wear is in line with school's branding guidelines
- May need to design, update, create digital and print design pieces for web, social, direct mail, display promotions for alumnae communication and special events.

SPECIAL EVENTS

- Envision and oversee key alumnae development events

- Alumnae Weekend
- Alumnae Christmas Tea and Christmas Brunch
- Alumnae Chrysalis gift gathering events
- Reverse Raffle
- Assists Director of Development with the Academy's largest annual fundraiser event, Chrysalis Auction

DEVELOPMENT

- Under direction and guidance from Director of Development, coordinate 3 direct mail appeals/campaigns to potential donors in keeping with fundraising goals and intent of increasing giving from alumnae and other Mount supporters
- Participates in the annual Fundraising plan writing and strategy to generate funds for the Academy. The Director of Development and the Coordinator of Alumnae Relations & Special Events will meet minimally quarterly to review plans and progress with the Board of Trustees fundraising committee.
- Maintain alumnae records in Development database, Raiser's Edge – update alumnae life events, new entries, pull data for development and other school purposes
- Coordinates accepting and tracking legacy gifts like MSM school rings
- The Coordinator of Alumnae Relations & Special Events should be a visible presence at school functions when possible: sporting events, fundraisers, liturgies, student activities, etc. to build bridges with alumnae and future alumnae.
- The Coordinator of Alumnae Relations & Special Events will be responsible to perform other duties as assigned by the Principal or Director of Development.

KNOWLEDGE, SKILLS AND ABILITIES

Strong writing and event planning skills; Keen attention to detail; ability to work collaboratively with others; ability to form positive relationships with alumnae, students, staff, volunteers, and others who have a stake or interest in the school; ability to manage events budgets; ability to handle multiple tasks concurrently and meet tight deadlines. Able to work some nights/weekends when needed. Graphic design skills a plus.

REQUIREMENTS

Bachelor's degree in communications or 1-3 years' experience in events management or alumni/development work desired. Knowledge of fundraising & donor management software (Raiser's Edge) preferred.

Job Type: Full-time

Pay: \$35,000.00 - \$45,000.00 per year

Benefits:

401(k)

Dental insurance

Health insurance

Paid time off

Professional development assistance

Tuition reimbursement
Vision insurance

TO APPLY

Application deadline is Friday, June 4, 2021. Please submit a cover letter and resume to Stephanie King, Director of Development at sking@msmacademy.org