

Title: Alumnae Relations Manager

Summary: The Alumnae Relations Manager is the link between the school and its over 7,000 living alumnae. This individual is charged with the development and management of alumnae activities and events, as well as engagement opportunities in support of the school and its students. The Alumnae Relations Manager will also interact with current students as they prepare to become alumnae of Beaumont.

Institution: Standing upon the shoulders of those women who have come before us, Beaumont School is entering a new era. Since 1850, Beaumont has been the premier institution in Cleveland to educate young women who will change the world. Inspired by the example of Saint Angela Merici to serve others and to champion the education of women, Beaumont is dedicated to a college preparatory and International Baccalaureate liberal arts education. The all-girl, culturally diverse learning environment encourages every student to develop the qualities she needs to thrive academically, spiritually, emotionally, and physically in an evolving global society.

Reports to: Director of Advancement

Personal Characteristics:

- Highly self-motivated and service-oriented with strong administrative abilities and superior interpersonal, communications and computer skills.
- Comfortable facilitating, communicating, and working with a wide range of individuals including, but not limited to, alumnae, students, faculty/staff, donors, and vendors.
- Comfortable working both independently and collaboratively, supportive of all Advancement team efforts.
- Work respectfully and professionally across all management units and donor constituencies.
- Flexible in nature with a continuous improvement focus.
- Ability to appropriately handle sensitive and confidential information.
- Ability to strategize and build programs and activities.

Specific Responsibilities and Expectations:

- Plan and execute yearly calendar of alumnae events, with special focus on planning a memorable Reunion experience each year.
- Generate alumnae communications including emails, social updates, print, etc.
- Engage and coordinate Class Rep program, including gathering of class notes
- Oversee and balance the budget for alumnae activities.
- Assist Director of Advancement in identifying areas of alumnae support, coordinating in particular the Reunion giving program.
- Plan regional alumnae engagement events.
- Keep alumnae information current, including outreach to maintain contact
- Support all advancement efforts including activities of the President, Director of Advancement and the Advancement Department.

Beaumont School is a Catholic school in the Ursuline tradition that educates women for life, leadership and service.

- Coordinate with and support Admissions and Enrichment Office efforts regarding legacy recruitment
- Willingness to work flexible hours including evenings and weekends to meet the goals and demands of the position; open to travel independently or with a member of the team, as needed.
- Other duties as assigned.

QUALIFICATIONS

Education: Bachelor's degree required

Experience: minimum four years of successful development experience required.

Knowledge, skills, and abilities:

- Understand, agree, and articulate the mission and philosophy of Beaumont School.
- Exceptional verbal and written communication skills.
- Strong interpersonal and organizational skills including effective time management.
- Extremely detail-oriented and resourceful; must produce polished and highly accurate work in a timely manner.
- Expertise with Microsoft Outlook, Word, Excel, PowerPoint; and mail merging skills.
- Raiser's Edge database experience preferred.
- As a Catholic, mission-driven school, the successful candidate must have some understanding of Catholic faith and respect for the Ursuline tradition.

Salary and Benefits:

- Salary is commensurate with experience.
- Medical, dental, and vision benefits
- 403(b) plans available
- Tuition remission for eligible employees.

Status: Exempt, full-time, year-round

Application Process:

Please apply online at <https://www.beaumontschool.org/about/employment> where you can submit a letter of interest, resume, and references in .pdf format.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to sit, stand, stoop, lift, bend, walk, push, pull, use hands to finger, handle, or feel and reach with hands and arms, and other physical exertion (including but not limited to

travel by car). Specific vision abilities required by this job include close vision (including but not limited to reading and computer use), color vision, distance vision, depth perception, and ability to adjust focus.

Employee may also be required to periodically lift and carry moderately heavy materials weighing up to approximately 25 pounds.

Physical demand requirements are in excess of those for sedentary work.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. General office environment. Work is primarily, but not exclusively, in a climate-controlled with minimal safety/health hazard potential or work hazards; however, there are sometimes stressful conditions. Working conditions will require working in front of a computer for several hours. Occasionally working outside, standard working days or hours is required. Frequent in-person meetings for individuals or groups, tele-meetings, and phone calls. Travel to meetings with alumnae and donors. The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur during school announcements or when the employee attends school functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Beaumont School is a smoke-free and weapons-free property.

Beaumont School is an equal opportunity employer. Our intent is to recruit, hire, and train, all persons in all job groups in accordance with the law, without regard to race, color, religion, sex, age, marital status, disability, national origin, sexual orientation and/or gender identity, or any other protected status.

