

## **Director of Alumni Relations, Whitfield School**

Whitfield School serves students in St. Louis in grades 6-12 by providing a coeducational, college preparatory education that cultivates ethical, confident, and successful students in a community of innovation, collaboration, and trust. Whitfield seeks a Director of Alumni Relations to provide the vision, leadership and strategic oversight to establish and strengthen connections among Whitfield alumni of all ages. The Director of Alumni Relations will implement a comprehensive, sustainable, and rewarding program that engages alumni through strategic communication, relationship-building, and events (networking, life-long learning and social).

The ideal candidate will be an experienced volunteer manager, event coordinator, and effective communicator who celebrates Whitfield's traditions while recognizing opportunities for innovation. We seek a creative and driven self-starter who is comfortable building and implementing programs at the same time. The successful candidate will develop strong internal and external relationships to maintain a program that capitalizes on existing initiatives while introducing new ones as needs or opportunities arise.

The Director of Alumni Relations will work closely with alumni volunteers, faculty, and students. The Director of Alumni Relations reports to the Director of Institutional Advancement and serves on the school's administrative team and advancement leadership team alongside director of development, director of communications & marketing, and director of admission.

### **Responsibilities:**

Develop and oversee the implementation of strategies and year-round programming that increase engagement with alumni of all ages leading to increased alumni giving and legacy enrollment. These programs are to provide meaningful activities that benefit alumni, current students and the school.

#### Fundraising

- Collaborate with faculty and Development staff, to create and implement philanthropy education for 12<sup>th</sup> grade class
- Collaborate with Development staff to develop strategies to meet annual alumni giving goals and reunion giving goals
- Conduct discovery calls to identify major gift prospects and alumni volunteer leadership
- Manage alumni giving stewardship program

#### Program Management

- Increase alumni engagement through events such as reunions, family programs, legacy programs, presence at athletic contests and homecoming
- Collaborate with faculty and school leaders to facilitate mentoring and networking events for current students and alumni, including securing alumni hosts for Senior Internships and Senior Service projects
- Collaborate with Parents Council and school volunteer leaders to develop life-long learning opportunities such as book clubs and lectures
- Ensure tracking and reporting of event objectives vs. outcomes, including accumulation of historical data and trend-line reporting

#### Volunteer Management

- Build and manage an alumni leadership council
- Serve as liaison to athletic hall of fame committee
- Support the Director of Annual Giving by identifying alumni giving volunteers

### Communications

- Collect, write and catalog alumni profiles
- Generate alumni content for school-wide publications (eNewsletters, Insights magazine)
- Manage alumni social media platforms (Facebook, Instagram, LinkedIn)
- Collaborate with Director of Communications & Marketing to maintain alumni webpages

### **Qualifications:**

- Ability to organize, prioritize, and successfully execute multiple concurrent tasks; to anticipate needs and act accordingly, and to perform with a high degree of initiative
- Demonstrated success identifying, cultivating and leading volunteers
- Experience providing a high level of professional service to internal and external constituents
- Excellent interpersonal, verbal, and written communications skills
- Experience in managing social media platforms
- Experience managing events
- Superior organizational skills and attention to detail
- Ability to handle challenging situations diplomatically and maintain collaborative working relationships with colleagues and volunteers
- Proficiency in database management and high level of comfort using data to inform decision-making
- Proficiency in Microsoft Office suite
- Bachelor's degree and minimum of 5 years professional experience; independent school or collegiate experience in alumni/development preferred

Full-time, 12-month position. Salary commensurate with experience.

Interested candidates should send resume and cover letter as PDFs to Emily Klimek, Director of Advancement, [advancement@whitfieldschool.org](mailto:advancement@whitfieldschool.org). For consideration, subject to read, "Director of Alumni Relations Search," and cover letter should be copied into the body of the email.