



ROCKHURST HIGH SCHOOL

JOB POSTING

Director of Alumni Engagement Philanthropy & Engagement (P&E) Department

ABOUT US

For more than 100 years, Rockhurst High School has been a place where boys become young men, with minds, bodies and souls prepared for the challenges of college and life beyond. Rockhurst challenges students with a rigorous academic program in the classical Jesuit tradition.

PURPOSE

We are looking for a full-time professional to be responsible for the overall administration, development, and growth of alumni relations and events at Rockhurst High School. This individual will create, manage, and assess engagement programs focusing on increasing the depth and diversity of relationships with the school, developing and implementing alumni engagement strategies to drive involvement and philanthropy.

SCHEDULE

The Director of Alumni Engagement position is a full-time, exempt level position. There will be annual and occasional events on evenings and/or weekends. There may be up to 5% travel per school year.

PRIMARY RESPONSIBILITIES

- Develops and implements annual and multi-year strategies for alumni relations in support of annual institutional priorities and mid- to long-term strategic planning;
- Manages ongoing and increasing development of alumni relations through hands-on engagement with school activities and events as well as cultivation, solicitation, and stewardship of philanthropic gifts and investments;
- Serves as the lead staff member guiding, supporting, and developing the Rockhurst High School Alumni Association, advising and involving other key staff as appropriate;
- Responsible to coordinate volunteer-driven follow-up on all alumni events;
- Coordinates and oversees alumni volunteering or other service opportunities, working collaboratively with the alumni leadership, Director of Ignatian Service, and/or other institutional colleagues as opportunities or need arise;
- Applies creativity to improve communication, delivery, and marketing of programs and activities, working collaboratively with the Director of Communications;

- Leads and coordinates institutional support as appropriate for alumni-driven third-party events;
- Creates, implements, and continuously enhances diverse and inclusive programs, events, and opportunities for alumni engagement;
- Working with the Director of Philanthropy and Director of Data & Analytics, advises alumni segmentation and appeal schedules;
- Leads the creation, production, implementation, and promotion of alumni annual fund appeals and stewardship;
- Leads the development, promotion, production, wrap-up, and reporting on all alumni events, working collaboratively with alumni leadership, the Director of Engagement, and other key staff within the department;
- Serves as a strategic resource connecting alumni to current students, programs, events, and other alumni;
- Actively creates and updates institutional knowledge via: documented policies and procedures pertaining to alumni engagement; call reports and opportunities in the donor and constituent database (Raiser's Edge/NXT); and regular reports (verbal and electronic) provided to Vice President of Philanthropy & Engagement and/or other department Directors;
- Strategically advises alumni visits or other engagement by President and/or gift officers ;
- Working with the Director of Data & Analytics, develops ongoing strategies and tactics to steadily increase alumni engagement (participation and financial), evidenced by increasing participation, acquisition, retention, and re-engagement rates;
- All other job duties as assigned.

REQUIREMENTS

- A minimum of two years of experience in fundraising database management
- Bachelor's degree or equivalent is required
- Raiser's Edge/NXT experience preferred
- Prior non-profit, alumni relations, annual fund, marketing, relational management and/or event planning experience each preferred
- Proven track record of successful volunteer engagement including recruiting, training, and energizing individuals and groups
- Proficiency with MS Office Suite and limited data visualization
- Experience with Zoom or other virtual meeting platforms
- Strong interpersonal skills with proven ability to build and maintain relationships with multiple constituencies
- Integrity, honesty, and conduct, particularly dealing with confidential information
- Excellent communication skills in person, electronically, and by phone
- Ability to multi-task with accuracy and efficiency
- Generally works in standard office conditions and climate, with occasional scheduled outdoor events

- Ability to occasionally lift up to 20 pounds for loading and unloading event materials
- An equivalent combination of experience, knowledge, skills, abilities and other characteristics consistent with the required skills.

HOW TO APPLY:

Please send a cover letter, resume, and application to: hr@rockhursths.edu.

Application for Non-Teaching Positions can be found at: <https://www.rockhursths.edu/about-us/employment>.

Rockhurst High School is an Equal Opportunity Employer.