



CHRISTIAN BROTHERS HIGH SCHOOL

Position: Director of Alumni Engagement

Reports to: Director of Philanthropy

Employment Status: Full Time, 12 months

FLSA Status: Exempt

Compensation: A competitive salary and benefits package is offered, commensurate with experience.

Position Description

Christian Brothers High School (CBHS) has an exciting employment opportunity for a Director of Alumni Engagement within their Philanthropy department. Reporting to the Director of Philanthropy, the Director of Alumni Engagement designs and leads the strategic execution of alumni-centric, culturally competent programming that keeps CBHS alumni engaged and connected to the mission of CBHS. While serving as a positive representative of CBHS both on and off campus, the Director of Alumni Engagement seeks to develop the next generation of services to support CBHS alumni by creating comprehensive engagement opportunities for all segments of the alumni population who want to learn, lead, serve and give back to CBHS.

The role of Director of Alumni Engagement requires efficient and effective cultivation and stewardship strategies for all constituencies, including overseeing the Annual Fund, developing a volunteer peer-to-peer solicitor network and supporting events, both in person and online.

Essential Job Duties and Responsibilities

1. Create and maintain new alumni-centric programming, and enhance the relationship between the alumni and CBHS, and among alumni themselves.
2. Manage and attend events, including alumni and volunteer programs, receptions, reunions.
3. Seek, develop and enhance collaborative relationships with CBHS departments and co-curricular programs including Admissions, Athletics, Academics and the Arts, serving as a liaison.
4. Cultivate and leverage community partnerships to increase opportunities for engagement among alumni, faculty, staff and students.
5. Lead strategy for expanding digital and print applications to create a powerful and interactive social media presence among alumni.
6. Manage all aspects of the Alumni Fund, establishing and promoting a culture of philanthropy.
7. Manage a small portfolio of alumni donors and influencers.
8. Sustain and grow attendance and engagement through alumni events.
9. Establish a portion of the office operations manual that outlines best practices for alumni qualification, cultivation, solicitation and stewardship, in line with industry best practices.
10. Leverage technology and create policies that provide metric-driven evidence of growth.
11. Manage alumni engagement budget.

12. Performs other duties as assigned by the Director of Philanthropy.

Job Qualifications and Competencies

1. Demonstrated ability and desire to embrace ownership of the Lasallian Catholic mission.
2. Demonstrated recent and relevant experience in philanthropy. Four or more years of experience in alumni management, education, nonprofit programming, and/or volunteer groups with a proven track-record of driving participation preferred.
3. Knowledge of best practices in alumni engagement, board and volunteer cultivation and development, project implementation and evaluation preferred.
4. Education equivalent to a bachelor's degree from an accredited organization.
5. Excellent interpersonal skills, marked by the virtues of equity, inclusion and respect.
6. Excellent oral, written and verbal communication skills.
7. Poised, diplomatic and organized, serving as guide to multiple staff members and volunteers for event planning and alumni engagement.
8. Self-motivated, ability to work independently and take initiative to meet deadlines in a time-sensitive and fluid environment with attention to detail and accuracy.
9. Demonstrated ability to work as an effective team member and manage multiple projects in a fast-paced environment.
10. Proficient with technology such as Microsoft software (Excel, Word, Outlook, PowerPoint). Knowledge of Raiser's Edge a plus.
11. Ability to manage budgets and exhibit fiscal responsibility.

Interested parties meeting the qualifications and competencies above are encouraged to submit a cover letter and resume to hr@cbhs-sacramento.org. Position is open until filled.