



Salpointe Catholic High School

Job Title: Manager of Lancer Alumni Relations, Events and Planned Giving
Exemption Status: Exempt
Terms: 12 months
Reports to: Advancement Director

[Visit www.salpointe.org/employment to apply.](http://www.salpointe.org/employment)

This position is an amazing opportunity for someone who enjoys working with others in a fun yet busy environment. Come be a part of a team that works to foster and sustain relationships within the Salpointe community and help to support the mission and development of the school.

Salpointe offers all full-time employees a competitive salary, generous benefits and a supportive atmosphere.

Summary of Duties and Responsibilities:

- Works with Salpointe graduates and volunteers to build and sustain a strong alumni community, resulting in an engaged alumni base and financial support for the school.
- Moderates the 20+ member Salpointe Alumni Council including meeting coordination, financial management, membership recruitment and retention, and event coordination. Events include Alumni Theater Night, Adopt-A-Roadway, New Alumni Welcome, Lancer Legacy Breakfast and other events as needed.

- Coordinates all Homecoming and Class Reunion events: Sal's Diner all-alumni pre-game dinner for 700+ attendees, alumni participation in Homecoming parade, 7-8 class reunions, and Reunion Mass and Campus Tours.
- Responsible for Alumni Hall of Fame including nomination and selection process, honoree communication and event management.
- Coordinates other various alumni-related activities including Maroon & Gold Society Luncheon and Veterans Day presentation.
- Assists Advancement Director with scholarship program including donor solicitation, recognition and coordination of scholarship donor event.
- Manages the Carmelite Circle planned giving program including solicitation, donor cultivation, engagement and recognition.
- Directs, coordinates and supervises the activities of personnel, volunteers and vendors as required to successfully execute assigned events.
- Creates event reports noting attendance, profit loss statements, and general event synopsis.
- Compiles and prepares reports, memorana, correspondence, forms and other related documents which include memos and meeting minutes.
- Handles correspondence, mailings, publications and invitations associated with Alumni Council and all alumni events.
- Works cooperatively in a team-oriented environment, under the direction of the Advancement Director and President.
- Self-motivation, high level of responsibility and strong communication skills are essential.
- Supports the goals and activities of the Advancement Department in successfully fundraising to support the mission of the school.
- Other duties as assigned.

Qualifications:

- A minimum of five years' experience in constituent relations, external affairs and event management with demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership

- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with alumni, colleagues throughout the School and the public
- Experience with planned giving
- The demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers
- Demonstrably strong writing, planning and organizational skills
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals
- High professional and ethical standards for handling confidential information
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Ability to work evenings and weekends as needed
- Bachelor's degree

Salary Range \$45,000-\$49,000