



DIRECTOR OF ALUMNI RELATIONS POSITION DESCRIPTION

Position Title:	Director of Alumni Relations
Status:	Part-time, non-exempt, days and hours vary; approximately 20 hours per week
Reports to:	Principal

PRIMARY FUNCTION OF THIS POSITION

The Director of Alumni Relations is responsible for developing and implementing strategies to engage and cultivate relationships with St. Gertrude School alumni. This role plays a critical part in fostering a sense of community and loyalty among alumni, while also leveraging their support and involvement to benefit the school. As the person overseeing the relationship with the school's alumni, it is essential that this individual understands and supports the Catholic mission and identity of the school and its connection to St. Gertrude Parish.

CREDENTIALS & EXPERIENCE

1. Completion of the Archdiocese of Cincinnati's Safe Environment Program is required.
2. Bachelor's degree in a relevant field such as communications, marketing, or public relations is beneficial, but not required.
3. Experience in alumni relations, fundraising, or related fields.
4. The ideal candidate is a practicing Catholic, committed to supporting and advancing the mission of Catholic education. Association with St. Gertrude Parish and School (as a parishioner, parent, or alumnus/alumna) is beneficial, but not required.
5. Demonstrated leadership experience, including managing volunteers or committees.
6. Ability to work collaboratively with administration and other personnel in the school and parish.
7. Availability to work evenings and weekends as necessary for events and activities.
8. Excellent interpersonal and relationship-building skills, with the ability to connect and communicate effectively with a diverse range of individuals, including alumni, staff, faculty, and volunteers.
9. Strong event planning and project management skills, with the ability to simultaneously coordinate multiple events and initiatives within given timelines and budgets.
10. Exceptional written and verbal communication skills, with the ability to craft engaging and compelling content for various communication channels, including newsletters, emails, and social media platforms.
11. Strong organizational and problem-solving skills.
12. Willingness to grow professionally and to expand knowledge of current trends and best practices in alumni relations.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Develop and maintain an accurate and up-to-date St. Gertrude School alumni database, ensuring that contact information and other relevant data are properly recorded.
2. Develop and execute a comprehensive alumni relations program that effectively engages and cultivates relationships with alumni.
3. Plan and coordinate events and activities, such as alumni reunions and social gatherings, to foster connections among alumni and between alumni and St. Gertrude Church and School.
4. Collaborate with other departments, such as administration, admissions, communications, and marketing, to integrate alumni engagement initiatives into the broader mission and goals of St. Gertrude School.
5. In coordination with the Director of Communications and Principal, create and distribute regular

communications, such as newsletters and email updates, to keep alumni informed about news, events, and opportunities related to St. Gertrude School.

6. Develop and implement strategies to solicit alumni support, including volunteering and financial contributions.
7. Track and evaluate the success of alumni engagement efforts through metrics such as event attendance, participation rates, and alumni feedback.
8. Manage the alumni relations budget, ensuring effective allocation of resources to support engagement activities and initiatives.
9. Serve on the school's marketing committee to coordinate communications and engagement with constituencies.
10. Provide regular updates to the school Principal, Pastor, School Advisory Council, and Marketing Committee.

PHYSICAL/MENTAL REQUIREMENTS

1. Ability to stand, sit, and walk for extended periods (including traversing stairs).
2. Ability to effectively communicate both verbally and in writing, with various constituencies.
3. Ability to use a personal computer, telephone, and other office equipment.

Employees of St. Gertrude Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Gertrude Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Note: This job description is intended to provide a general overview of the responsibilities, skills, and qualifications required for the Director of Alumni Relations role. It is not exhaustive and may be subject to change based on organizational needs and priorities.

ACKNOWLEDGEMENT

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date