



Associate Director of Alumni Annual Giving and Relations

## **JOB DESCRIPTION**

### **Title:**

Associate Director of Alumni Annual Giving and Relations

### **Role:**

The Associate Director of Alumni Annual Giving and Relations is responsible for the planning, directing and implementing of a comprehensive annual giving program that reaches out to all of the School's alumni. This includes, but is not limited to: face-to-face and phone solicitations, direct mail outreach campaigns, online campaigns, appeal segmentation, donor research, and active participation at all cultivation and stewardship events throughout the year.

The Associate Director is charged with the planning, implementation, and oversight of all aspects of alumni relations and engagement in order to enhance the relationship among alumni that developed during their time at Loyola and in the years that followed, as well as the connections between graduates and the school. This includes but is not limited to planning and implementing programs, projects, and events that strategically engage and connect alumni with Loyola School, operating with the belief that an involved alumni base will ultimately be financially supportive of the school's mission. The Associate Director provides oversight for the Alumni Association Board and works in collaboration with the Board President on all Board initiatives.

The position will report directly to the Vice President for Advancement and is a key member of Loyola School's Advancement Office.

### **Job Responsibilities:**

- Collaborate with the Vice President for Advancement to establish measurable goals for alumni participation; develop a compelling case for support; and create strategies to achieve or surpass these goals.
- Collaborate with the Associate Director of Annual Giving and Relations - Parents and Alumni Parents to develop and execute a yearly plan and calendar of all Annual Fund solicitations and activities, including but not limited to the First Appeal process, Loyola Giving Days, and all other appeals or phonathons scheduled throughout the year.
- Participate and support the President of Loyola and Vice President for Advancement in all important donor cultivation, stewardship, and solicitation events and/or meetings associated with the Capital Campaign, as well as any Major Gift initiatives and Planned Giving efforts directed at Loyola Alumni.
- Oversee the Alumni Association Board (AAB) including organizing meetings; assist the AAB President to develop creative strategies for Alumni engagement; recruit new members, supervise class agents, and serve as general point of contact between the AAB and the School.

- Recruit volunteers and establish a Senior Class Committee to solicit participation for the Senior Class Gift to Loyola and plan Senior Class Luncheon at the end of the year.
- Support all Diversity, Equity and Inclusion goals by building and sustaining strong relations with all members of our diverse alumni community.
- Work in coordination with the Advancement Associate to ensure that gifts to the Annual Fund from respective constituencies are accurately and completely recorded. Ensure accuracy and timeliness of acknowledgement letters created by the Advancement Associate.
- Oversee Raiser's Edge alumni information, with a focus on lost alumni and maintaining class notes.
- Plan, supervise, and execute an engaging calendar of alumni events throughout the year, including but not limited to: Alumni Reunion, Alumni Night, Alumni Dinner, Alumni Service Event, Alumni Retreat, and additional Young Alumni Events.
- Establish a Reunion class giving program with the goal of measurably increasing alumni participation.
- Work closely with the Advancement Office to develop content for all communication initiatives, including the Loyola Magazine, quarterly alumni newsletters, and other social media opportunities.
- Maintain an up-to-date alumni section of the Loyola website.
- Responsible for setting and meeting all fundraising goals associated with the Shea-Armstrong Golf Classic in collaboration with the Michael J. Armstrong Foundation. Act as lead in all aspects of planning and executing the Golf Classic, including but not limited to soliciting auction items; recruiting committee members; creating event committees; and supervising the Advancement Office personnel through all aspects of event logistics.
- Collaborate and actively support the Associate Director of Annual Giving and Relations - Parents and Alumni Parents on all aspects of key events, including but not limited to the Spring Benefit Gala, the President's Reception, the Current Parent Holiday Reception, and the Alumni Parent and Friend Winter Receptions.
- Willingness to work evenings and some weekends, as necessary. Some light travel may be required.
- Willingness to assist and participate in all advancement office projects.

**Qualifications:**

- Bachelor's Degree required with a minimum of three (3) years of fundraising, event-management, marketing, communications, and/or related experience.
- Interest in all aspects of education and a dedication to promoting the School's fundraising priorities.
- Strong oral and written communications, presentation, and public speaking skills.
- Strong work ethic, results-oriented, and a desire to meet goals.
- Strong interpersonal skills; ability to work with tact and maintain confidentiality; experience working collaboratively with a team of staff and volunteers.
- Demonstrated organizational and project management skills along with the ability to multi-task with great attention to detail.
- Proficiency with Microsoft Office; experience with Raisers Edge is preferable, but not required.
- Experience utilizing social media to support marketing, branding, and engagement efforts.
- Sense of humor and a willingness to be part of the Loyola community!

**Salary:**

Commensurate with experience.

**Status:**

Full time; exempt; not overtime eligible. This position occasionally requires extra hours as well as attendance at many School held events.

**Typical Level of Interaction:**

Requires interaction with all School departments in addition to students, families, alumni and Board of Trustee members.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Recognizes the importance of learning and motivates others by own enthusiasm. Is able to learn and reproduce the current processes and recommend best practices to streamline them.
- Manages many tasks and projects simultaneously while adhering to deadlines and promises. Maintains work/life balance without compromising expectations of others. Respected for ability to “find” or “make” time to get things done.
- Creates action plans to meet goals and objectives. Conducts periodic reviews of progress and measures against goals. Establishes broad policies to ensure success.
- Works effectively with all members of the School community. Maintains confidentiality and exhibits good judgment in making decisions.
- Maintains open communications channels with peers, administrators, and visitors at the School.
- Considers a broad range of internal and external factors when solving problems. Grasps complexities and perceived relationships among different problems or issues.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Equal Employment Opportunities:**

It is the school’s policy to provide equal employment opportunities to all applicants for employment, consistent with federal, state and local laws. Accordingly, all applicants for employment are to be treated without regard to race, color, religion, sex, age, national origin or citizenship status, qualified handicap, sexual orientation, marital or veteran’s status or inconsequential handicaps. This policy pertains to every aspect of an individual’s relationship with the School.

All prospective employees are required to complete a necessary background check and mandatory fingerprinting.

**How to apply:**

If you are interested in growing professionally in a highly respected organization, please submit a cover letter and your resume to: [advancementsearch@loyolanyc.org](mailto:advancementsearch@loyolanyc.org).

*For more information about Loyola School – our mission, who we serve, and more about our school – visit [www.loyolanyc.org](http://www.loyolanyc.org).*