

## **Alumni and Donor Relations Coordinator**

***Position closes August 6, 2024***

### **SCHOOL OVERVIEW**

Gonzaga Preparatory School is a Catholic, Jesuit college preparatory school that educates students according to Gospel values, inspiring leaders who create a more just and loving world. Since 1887, Gonzaga Prep has prepared students for lives of leadership founded on a tradition of excellence in academics, activities, and service. It is a lifelong community of individuals who go forth and make the world a better place through excellence and service. With a faith-filled, college preparatory environment grounded in values drawn from the enduring Jesuit tradition, Gonzaga Prep students discover who they are meant to be in this world.

### **POSITION SUMMARY:**

The Alumni and Donor Relations Coordinator at Gonzaga Prep is responsible for managing and implementing successful alumni engagement and giving, resulting in strong and supportive relationships within the Gonzaga Prep community. This position creates unique ways to connect the Gonzaga Prep community and share the school's vision, cultivating new relationships while strengthening existing ones. This role works closely with other members of the Advancement Team to create strategies that align with comprehensive advancement goals, including the development of metrics related to alumni engagement, giving, and potential for giving.

### **RESPONSIBILITIES AND DUTIES:**

#### **Strategy Development and Cultivation**

- Develop a comprehensive strategy for alumni engagement with measurable goals in coordination with the Advancement Team.
- Produce progress reports, presentations, analysis, and dashboards of alumni cultivation efforts to identify prospects.
- Benchmark with similar institutions to identify best practices for alumni engagement.
- Develop systems and engagement opportunities that provide lifelong connections to Gonzaga Prep and ensure sustainability.
- Cultivate partnerships and volunteer connections with alumni linked to school curricula, initiatives, and mission.
- Support Gonzaga Prep with a multifaceted approach to alumni engagement.

#### **Engagement and Events**

- Develop and support current alumni engagement events and activities, including reunions, Hall of Fame, Crab Feed, and others.
- Establish opportunities for alumni to engage with current students through mentor series, on-campus speakers, and events.
- Coordinate alumni-focused events and activities, including regional receptions for alumni and friends outside the Spokane area.
- Facilitate networking connections and meetings with school leadership, including faculty and staff.

## **Communication**

- Collaborate with marketing and communications on various communications strategies, including social media, magazine content, website, and email.
- Partner with alumni to collect and share meaningful success stories that encourage engagement and promote the Gonzaga Prep story.
- Collaborate with the Advancement Team on database profiles, reporting, updates, and structure.
- Expand community partnerships to engage alumni.

## **Fundraising**

- Cultivate a pipeline of alumni for long-term financial and relational sustainability.
- Create and lead philanthropic opportunities for alumni across generations with set metrics for funding.
- Make major gift solicitations to benefactors as needed.
- Provide readiness, research, and data for major gift-giving.
- Develop and implement strategies to increase alumni giving and participation in annual giving programs.
- Support capital campaigns by identifying, cultivating, and soliciting alumni donors.

## **Additional Duties**

- Meet with alumni during organized visits to the school, connecting them to other Advancement Team members as appropriate.
- Attend various events to serve as a representative of the school, Office of Advancement, and alumni community.
- Ensure accurate alumni records, including timely recording of and communicating about alumni deaths.
- Other duties as assigned by the President and/or VP of Advancement.
- Some travel will be required.

## **QUALIFICATIONS:**

- Alumni and/or specific connection to Gonzaga Prep is highly desired.
- Experience in a school environment is preferred, but not required.
- Previous fundraising experience (2-3 years minimum) or comparable experience relevant to the responsibilities is required.
- Bachelor's Degree in a related field or equivalent experience.
- Understand the school's Mission Statement. Demonstrate behavior and values consistent with the school's Mission.
- High level of attention to detail, initiative, and the ability to complete work in an accurate and timely manner.
- Strong professional and interpersonal skills, with the initiative to complete work accurately and timely.
- A strong understanding of Catholic, Jesuit education is preferred.
- Ability to manage and maintain a high level of confidential information and records.
- Strong organizational skills and the ability to work well under pressure.
- Possess excellent computer software skills (e.g., Word, Access, Excel, Adobe Acrobat, search software, etc.).
- Ability to communicate information and ideas both verbally and in writing.
- Must be team-oriented but also able to work independently.
- Knowledge of principles and processes for providing customer service and demonstrated ability to work in a positive manner with staff, alumni and benefactors.
- Willingness to work flexible hours.
- Position is a full time (1.0 FTE), 12-month position.
- Reference check and criminal background check required.

**Salary Range:** \$49,597 - \$61,791 annually

**Physical requirements:**

Must have the ability to sit, stand and/or walk for extended periods of time; exhibit manual dexterity to operate general office equipment. Occasional lifting (up to 20 pounds). Acceptable eyesight and hearing (with or without correction). Ability to communicate both orally and in writing. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions: Works both indoors in an office setting and the occasional outdoor conditions.

**BENEFITS:**

Gonzaga Preparatory School provides a rich offering of benefits and services to our eligible faculty and staff, including:

- Full tuition waivers.
- Three different medical health plans, including PPO, HMO, and HSA/FSA.
- 100% of employee premiums paid by the School for our PPO and HMO medical insurance, dental and vision plans.
- School funded annual contribution of up to \$1,200 to employee HSA plans.
- Retirement plan with a 6% employer match.
- Life insurance and long-term disability insurance are also available.
- Annual, personal, sick, bereavement leave, and 14 paid holidays.

**HOW TO APPLY:** Email a cover letter, resume, and staff application to [ckelsey@gprep.com](mailto:ckelsey@gprep.com). For more information, contact Corrina Kelsey at 509-483-8515 or [ckelsey@gprep.com](mailto:ckelsey@gprep.com). The position closes on August 6, 2024.

*Our Catholic and Jesuit tradition affirms the dignity and worth of every person, mandates that all employees be treated fairly and respectfully. Gonzaga Preparatory School, therefore, does not discriminate in its employment practices on the basis of gender, age, race, color, status as a married or unmarried person, sexual orientation, honorably discharged veteran or military status, national and ethnic origin, or disabilities which can be reasonably accommodated in the administration of its educational policies and school administered programs.*