

Title: Director of Alumni Relations
Department: Development Office
Reports to: Director of Development

Summary

Marshall School, an independent, college preparatory school of 450 students in grades 5-12, celebrated its centennial in 2004. The Director of Alumni Relations is responsible for creating a sense of affiliation between alumni and the school and among alumni, and for assisting the development office in achieving the financial goals of the school by soliciting funds from Marshall School and Cathedral High School alumni and parents of alumni.

Essential Duties and Responsibilities:

- Serve as staff liaison for Hilltopper Alumni Council.
- Manage major events and programs such as: Reunions, Founder’s Day Assembly, Napoli Spaghetti Dinner, Twin Cities events, ‘Topper Tuesdays, Holiday Chapel, Passage, Class agents, Alumni Games, Caboose Awards, Athletic Hall of Fame Awards, and other alumni and donor-related events as assigned.
- In cooperation with the Director of Annual Giving, develop and implement Annual Fund strategies for alumni and parents of alumni.
- Write and design the Hilltopper, Marshall’s alumni magazine.
- Develop and implement communication strategies using technology, such as the web and other electronic resources and tools, to communicate with alumni and parents of alumni.
- Maintain, research and archive alumni files and historical materials.
- Respond to alumni requests and to internal questions regarding alumni.

Other Responsibilities:

- Travel occasionally to visit alumni/alumni parents and to staff events.
- Maintain working knowledge of campus news.
- Learn and use Development Office database program (Blackbaud’s Raisers’ Edge).
- Be prepared for evening and weekend activities.
- Assist with other departmental and school-related events and activities as needed.

Education, Experience, Skills:

- B.A. plus a minimum of 3 years experience in a combination of volunteer and event management, fund raising, and written communication.
- Strong technology skills, including web publishing, graphic design, electronic communications, database, spreadsheet and word processing tools.
- Strong writing skills.
- Ability to work well under pressure and to be responsive to deadlines.
- Self-directed, organized, able to be a team leader among staff, students and volunteers.
- High level of energy and enthusiasm with the ability to meet and connect with a variety of new people quickly and easily.
- Ability to manage multiple projects at one time.
- Experience using Blackbaud’s “Raiser’s Edge” software is preferred.

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