



Job Title: Director of Alumni Relations
Department: Advancement
Reports To: Dean of Advancement
FLSA Status: Exempt – Full-time
Prepared Date: June 6, 2021

Position Summary:

The Director of Alumni Relations is responsible for the overall engagement that strengthens affinity for St. John's Northwestern Academies among alumni, alumni parents, and other constituents. The Director serves a key position within the SJNA Advancement team as alumni often begin their re-engagement with SJNA through this office/position.

The Director of Alumni Relations will share the vision of St. John's Northwestern Academies, understand the importance of fostering a strong network of connections, and engage alumni on various platforms/media. Additionally, this position will work collaboratively with colleagues throughout all levels/departments of SJNA to maximize department initiatives, build loyalty, and foster a positive environment to cultivate support for the Academies.

Essential Duties and Responsibilities:

- Manage the planning and implementation of all alumni engagement programs and events.
- Oversee and/or provide support to all alumni events.
- Work collaboratively with Advancement staff on various constituent-focused initiatives.
- Assist in the recruitment and management of volunteers who act as class agents and ambassadors of SJNA to increase engagement.
- Implement new strategies and drive participation within the Class Agent Program.
- Continually identify and communicate information on donor leads to Advancement team for further cultivation.
- Serve as liaison to the Old Boy Alumni Association (OBAA).
- Serve as liaison to the Senior Class.
- Attend meetings for OBAA.
- Assist with the maintenance of the Academies' database and all essential records.
- Act as primary contact for on-campus alumni visits. This would include unscheduled visits.
- Work collaboratively with Advancement staff to design, implement, and manage communications targeting alumni and parents.
- Work to improve contact information.
- Serve as liaison and provide support to the Senior Class initiatives throughout the year.
- Develop, implement, and manage alumni events (on campus, local, and regional). May include travel, as needed.



- Provide support pertaining to the operations associated alumni events hosted at the chapel (weddings, funeral services, etc.)

Knowledge and Qualities:

- Preferred: Bachelor's degree from an accredited institution in a related field, plus a minimum of 5 years' experience and proven success in identification, cultivation, and stewardship of donor-base or similar work experience.
- Must be able to travel and be flexible to work occasional night and weekend hours as required by job responsibilities. Must possess a valid driver's license and have access to reliable transportation
- Excellent verbal and written communication skills
- Strong computer skills to include MS Office and database management
- Ability to maintain professional discretion and confidentiality at all times
- Ability to identify priorities and manage multiple projects
- A courteous and professional demeanor that fosters a team environment
- Ability to represent SJNA's vision and objectives to constituents
- Ability to organize and work with volunteers
- Strong analytical and problem-solving skills

Interested applicants email your resume and cover letter to careers@sjnacademies.org