



**Title:** Assistant Director of Alumnae Relations  
**Department:** Development  
**Reports to:** Director of Alumnae Relations  
**FSLA Status:** 12 month Staff

### **Position Purpose**

The Assistant Director of Alumnae Relations will support the Director of Alumnae Relations in planning, organizing and supervising the programmatic elements of The Madeira School's Alumnae Relations Programs

### **Key Accountabilities**

#### **Communications**

- Manage the Class Secretary Program
- Oversee Alumnae Relations mailings, including electronic communications
- Coordinate the submitting, gathering, reporting and editing of ClassNotes, Milestones and donor profiles for Madeira Today.

#### **Cultivation**

- Participate in the strategic discussions and processes to engage and further alumnae and parent cultivation
- Assist in volunteer and prospect management, cultivation and stewardship
- Facilitate alumnae and parent networking
- Manage alumnae and parent volunteer committees
- Assist in planning, execution, and follow-up for local and regional events, and assist with other events as needed.
- Make donor calls throughout the year
- Support Alumnae Council

#### **Special Programs**

- Assist in planning, execution, and follow-up for special events including the annual Alumnae Reunion, Family Weekend, Alumnae Council Reception, etc.
- Recruit, motivate and manage Volunteer Reunion Committees
- Create promotional materials for special events (brochures, invitations, electronic communications, etc.)
- Supervise the registration process both prior to and during events
- Assist in necessary event follow-up

#### **Miscellaneous**

Ability to manage multiple facets of the Alumnae Relations operation such as: make donor calls throughout the year, the willingness to develop relationships with alumnae from the various graduating classes past and present and other duties as assigned.

## Position Requirements

<ul style="list-style-type: none"> <li>• <b>Skills &amp; Knowledge</b></li> <li>• Strong interpersonal, communication, analytical, and organizational skills</li> <li>• Ability to work independently and as part of a high-performing team with exceptional initiative and judgment</li> <li>• Ability to multi-task and work under pressure within tight time frames</li> <li>• Strong marketing skills and customer-service orientation</li> <li>• Proficiency in basic data management systems and basic computer applications (e.g., Word, Excel, Access, PowerPoint); willingness and ability to learn additional applications as needed</li> <li>• Willingness &amp; ability to work flexible work schedule, including occasional evenings &amp; select weekends</li> <li>• Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience</b></li> <li>• Previous Experience in alumnae relations or related field preferred</li> <li>• Familiarity with educational institutions, preferably Independent schools</li> <li>• Previous experience with fundraising software; Blackbaud's Raiser's Edge software preferred</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education</b></li> <li>• Bachelor's degree</li> </ul>
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***Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.***

***The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective.***