ALUMNAE ENGAGEMENT COORDINATOR
Holy Names High School

The Alumnae Engagement Coordinator is a welcoming and organized leader, responsible for the care and development of the Holy Names High School alumnae program. This includes cultivating alumnae relationships, stewarding the Alumnae Leadership Team and Association members, developing alumnae focused programming and coordinating the annual reunions. This is a new position that will require someone comfortable with proposing and leading new initiatives within the first year of the job. This position is critical to the development department and supports larger fundraising initiatives by fostering an engaged and invested alumnae population.

Ideal candidates will have strong communication and relationship building skills and enjoy arranging social and educational opportunities for alumnae. Candidates should have an entrepreneurial spirit that allows for job creativity and growing department revenue streams. This position works closely with the Executive Development Director and is a strategy and planning partner.

The position is a member of HNHS’s Development Department, reporting to the Executive Development Director. The Alumnae Programs Coordinator must demonstrate a commitment to the values of Holy Names High School and the Sisters of the Holy Names of Jesus and Mary, and adhere to the Donor Bill of Rights.

Specific areas of responsibility include:

- Principal project manager for alumnae events, including but not limited to: the annual Homecoming Reunion, Alumnae Basketball Game, alumnae book club and cocktail hours, and all other alumnae focused programming.
- Produces a monthly alumnae enews, sharing alumnae updates and feature stories, and promoting alumnae and school programming.
- Coordinates the HNHS LinkedIn page to connect with alumnae and identify potential program participants and potential donors, and explore a career networking program.
- Cultivates relationships with young alumnae and recent graduates through tailored events, such as college care packages and college panel/open house.
- Designs and implements alumnae surveying to develop and evaluate programming.
- Uses database resources (Blackbaud RE NXT) to enter detailed alumnae notes, prepare alumnae class contact sheets, and support event management.
- Develops volunteer group to support Alumnae Archive, both to preserve class photos and artifacts and to use in marketing and alumnae outreach.
- Contributes to team strategy and participates in the department’s major fundraising events, including Fund Her Future Gala, Boots & BBQ Fundraiser and Strawberry Stroll Fundraiser.
- Engages in targeted donor/alumnae communication and discovery calls, ThankView video communications, and supports donor cultivation.
- Adheres to best-practices within the field and demonstrates a commitment to a culture of gratitude among donors and alumnae.
- Oversees the following revenue campaigns independently:
  - Spirit Week Alumnae Campaign (social media driven)
  - Homecoming Honor Class Campaign

**Qualifications:**
- Bachelor’s degree from an accredited college or university in business, communication, education, nonprofit management, marketing, hospitality or related field; or equivalent experience.
- Experience in alumnae programming, event planning, education, nonprofits, and/or development is preferred.
- Strong organizational and project management skills, with a keen attention to detail.
- Exemplary interpersonal, verbal and written communication skills, and the ability to be an active listener is essential.
- Ability to work as a leader and as part of a team.
- Entrepreneurial, always seeking and able to advocate for new revenue-generating ideas.
- Commitment to innovation, professional development, and field best-practices.
- Digital fluency in Microsoft Office Suite and Google docs/apps; experience with donor software (Blackbaud/Raiser's Edge) preferred. Donor software training will be provided.
- Familiarity with standard social media platforms is preferred.

**Work Environment:**
- Collaborative, diverse, and welcoming staff and student community. The Development Team works closely together and shares a commitment to excellent donor and alumnae experience, professional growth, and a healthy work environment.
- Position includes an on campus office with some flexibility for remote working.
- Campus is located minutes from the Rockridge BART station and shopping/eating district. During non-Covid school closure, we operate two BART shuttles per day.
- Some weekend and evening availability to support events is required, both in person and via Zoom.
- Light regional and long distance travel could be explored to support alumnae programming and relationship building.
- Ability to lift 25 pounds and meet the demands of event set-up and take-down is necessary.

**Compensation:**
- Full time, 40 hours per week, non-exempt hourly position.
- Compensation range of $65,000 to $70,000 to start, commensurate with experience.
- Minimum of 3 weeks paid vacation to start.
- Retirement program after first year, with organization contribution of 3% of salary.
- Medical and dental benefits available.

**To apply:** Submit a resume and brief cover letter to Ms. Emily Lacroix, Executive Development Director at elacroix@hnhsoakland.org. Position open until filled.