



Alumni Relations and Community Engagement Coordinator
All Saints' Episcopal Day School
Phoenix, Arizona

The Alumni Relations and Community Engagement Coordinator at All Saints' Episcopal Day School is a full-time position within the Advancement Department. The position reports to the Director of Advancement. This role provides strategic leadership and support in the areas of alumni relationships, community engagement, and database management. In addition, this role provides needed administrative support for the Advancement Department.

Key Responsibilities:

- Collaborate with the Director of Advancement and other administrative staff and personnel to build a culture of stewardship at All Saints'.
- Provide support for Advancement events and work collaboratively to facilitate the running of events.
- Alumni Relations: Work with the Advancement team to provide leadership in the area of alumni relations. Create an Alumni stewardship program with marketing, communication, annual events, social media engagement, and solicitation of gifts. Track alumni progress and integrate the alumni culture into our community at All Saints'.
- Community Engagement and Parent Group: Serve as the primary liaison for All Saints' Parent Association (ASPA) by attending meetings, facilitating communication, supporting events, and engaging proactively to assist in the effective implementation of ASPA's mission.
- Assist with prospect research, utilize programs and a database that tracks donors from entry into All Saints' through alumni status. Work collaboratively to track donors' progress (ex. communication, gifts, thank-yous, etc.).
- Produce, or assist with the production of financial, analytical, and demographic reports, as well as mailing lists, recognition lists, and other data extractions as requested. Serve as the backup for the Raiser's Edge system and database entry. Oversee data stewardship, integrity, clean-up tasks, quality control audits, updates, and security for the fundraising database.
- Work with Receptionist/Database support to ensure that gift receipts and acknowledgment letters are produced accurately and in a timely manner.

Experience with:

- Fundraising within non-profit institutions or schools
- Raiser’s Edge
- The principles and practices of nonprofit fundraising and marketing, gift entry and administration, donor stewardship, database administration, records management
- The types of data, reports, and analyses needed to support the fundraising efforts of an educational institution

Skills and Abilities:

- Willingness and desire to work as a team
- Communicate effectively
- Strong interpersonal skills and customer service orientation
- Be organized, with the ability to prioritize and manage multiple tasks, meet deadlines, and use logic and analysis to troubleshoot software problems
- Exercise decisiveness and sound judgment in situations requiring the evaluation of information to reach creative solutions

Requirements:

- Bachelor’s degree in arts/non-profit administration, business, related field, or equivalent experience
- Experience in the areas of customer relations, events, education, marketing/communications, and/or non-profit

Application Process and Materials:

Qualified candidates should submit a letter of interest, resume, and at least three professional references to employment@allsaints.org. Only complete application packages will be considered. Consideration of all candidates will take place until an offer is made and accepted.

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All Saints' Episcopal Day School in Phoenix, Arizona, is a parish-affiliated pre-k through eighth-grade coeducational institution enrolling approximately 520 students.

Situated 10 minutes from downtown in the north-central area of Phoenix, the campus is in an attractive residential area along beautiful tree-shaded streets. The 16-acre campus is shared with All Saints’ Episcopal Church.

All Saints' Episcopal Day School has nurtured the hearts and minds of students since 1963. As an outreach ministry of All Saints’ Episcopal Church, the School expects and promotes the individual’s

active commitment to integrity, learning, and academic excellence. The challenging curriculum and close-knit, caring community reflect the traditional Anglican appreciation of cultural, racial, socioeconomic, and religious diversity. All children, regardless of their denomination, attend student-led chapel sessions twice a week and take part in religion classes. All Saints' Episcopal Day School is open and inclusive of all religious traditions and embraces diversity as a value to be sought, including in its employment practices.

All Saints' is accredited by the Independent Schools Association of the Southwest and holds membership in the National Association of Independent Schools, the Arizona Association of Independent Schools, the National Association of Episcopal Schools, and the Southwestern Association of Episcopal Schools. All Saints' Episcopal Day School is an Equal Opportunity Employer.