



Manager of Alumni Relations/Parent Organizations
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Alumni Relations

As Manager of Alumni Relations, this person creates and implements a strategic alumni program that increases the alumni community's awareness of and involvement within the School. He or she cultivates lifelong relationships with and among students, alumni (by life stage) and parents of alumni. The result is growth in alumni engagement, enrollment and philanthropy, a cornerstone to the School's long-term sustainability.

Parent Organizations

As Manager of Parent Organizations, this person ensures successful operations of the three parent organizations – Parent Teacher Organization (PTO), Booster Club and Fine Arts Matters in Education (FAME). He or she cultivates and supports the leadership teams of each and serves as the liaison between the School's strategic vision/operations and the parent leadership community. The result is growth in parent engagement, retention and philanthropy, a cornerstone to the School's long-term sustainability.

Requirements include a Bachelor's Degree and three years of relevant experience including project management, marketing, fundraising, event management and general business. All Saints' alumni status is considered a plus. Must be proficient in all office management software; graphic design software is desired.

This position reports directly to the Director of Institutional Advancement and works closely with the entirety of the Advancement Department – Event Management, Annual Giving and Major Gifts, Communications and Marketing, and Database Management, as well as the Business Office.

Alumni Relations Responsibilities

Lead and guide the Alumni Association Board

- Help cultivate new leadership and assist in nominating process
- Help set goals and provide guidance throughout the year
- Set meeting agendas and help execute meeting
- Keep the Board apprised of the School's strategic objective and relevant operational activities

Develop and execute alumni engagement strategy by life stage

- Collect and write Innovate magazine news
- Manage website alumni section
- Execute a robust social media program (increase engagement ratably each year)
- Write and push out relevant mass alumni emails
- Campus involvement with faculty and EC-12 students – professional and social

- Campus events – alumni specific and School
- Concentration area events
- Fundraisers

Develop and manage sophisticated alumni database, including current contact information, industry experience, etc.; update contact information during the year in School databases.

Develop and manage a robust infrastructure of Alumni Class Representatives

- Report Alumni Association news to keep them engaged as insiders
- Collect class-specific alumni news and updated contact information
- Disseminate class-specific news on a regular basis
- Decentralize fundraising efforts
- Find ways to engage them on campus and in other activities

Increase alumni fundraising awareness and success (Alumni Clay Shoot, All Saints' Fund, etc.)

- Develop marketing plan with Communications and Marketing
- Execute alumni-specific marketing plan
- Develop and manage individual fundraiser budget
- Manage event with Event Coordinator
- Work with Business Office to obtain fundraising results and report to Alumni Association

Ensure successful alumni events (Distinguished Alumni Award, Homecoming/Reunions, Senior Activities, Commencement, etc.)

- Develop marketing plan with Communications and Marketing
- Execute alumni-specific marketing plan
- Develop and manage event budget
- Manage event with Event Coordinator

Increase awareness/manage the process of the alumni Kent Henning Scholarship award

Take an active role in the alumni admission process from inquiry through enrollment

- Provide family and relevant data
- Connect family to other Alumni families who are enrolled
- Participate in campus tour as needed
- Promote alumni families in admission events
- Provide follow up support
- Help in onboarding process

Take an active role in alumni retention efforts including lifting up legacies and promoting alumni families throughout the year

Manage the parent of alumni Forever Saints Steering Committee and annual event

Parent Organization Responsibilities

Lead and guide the Boards of PTO, Booster Club and FAME

- Help cultivate new leadership and assist in nominating process
- Help set goals and provide guidance throughout the year

- Set meeting agendas and help execute meeting
- Keep the Boards apprised of the School's strategic objective and relevant operational activities

Drive the community membership appeal

- Develop marketing plan with Communication and Marketing
- Manage website membership section
- Work with Business Office to obtain membership results and report to parent organizations

Increase parent organization fundraising and community-building success (PTO – Grandparents' Day, Family Bingo Night; Booster Club – Sports Programs, Fall Rally, Golf Tournament; FAME – Concert, Tea Towels)

- Develop marketing plan with Communications and Marketing
- Develop and manage individual fundraiser budget
- Manage event with Event Coordinator
- Work with Business Office to obtain fundraising results and report to parent organizations

Other Responsibilities

Manage Advancement Department alumni and parent organization budgets

Serve on Board-sanctioned Advancement Committee and assist Alumni Association and parent organizations with reporting

Serve in any other capacity deemed necessary within the Advancement Department

All Saints' Episcopal School is a leading college preparatory day school in Fort Worth, Texas. Grounded in the Episcopal school tradition, All Saints' offers programming of national distinction in the academic, fine art, athletic and spiritual disciplines, which brings to life our philosophy of promoting each student's individual genius within.

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