



ST. PIUS X HIGH SCHOOL
Dominican Sisters of Houston ★ 1956

Director of Alumni Relations

Job Summary

The Director of Alumni Relations is a key position within the St. Pius X Advancement office. The Director is responsible for the planning and implementation of programs and projects that engage St. Pius X alumni and provide tangible benefits. The Director also serves as an ambassador and is charged with creating and maintaining pathways for alumni participation that advance the strategic goals of the School.

Position Responsibilities

- Create and strengthen relationships between St. Pius X alumni and the School
- Develop, implement and promote programming to re-connect alumni with the School
- Develop, implement and promote alumni-focused events that support the School's strategic initiatives
- Educate graduating students about alumni benefits and engage them in programs
- Maintain regular communication with alumni via direct contact, email blasts, alumni web pages, and print publications
- Work in conjunction with the Director of Annual Giving to identify, cultivate, solicit and steward alumni gifts
- Secure commitments from alumni to provide professional expertise and volunteer service
- Work collaboratively with the Advancement Assistant to ensure accurate and complete alumni database records; capture biographical and career information of alumni via surveys, projects, correspondence, website, postal returns, etc.
- Work closely with the Alumni Association Board of Directors, arranging its meetings, staffing its committees and ensuring strong and productive relationships between its members and School
- Perform other duties as requested by the Head of School and the Director of Advancement
- This position reports to the Director of Advancement

Qualifications

- Bachelor's degree in Communications, Marketing or a related field
- A minimum of three years of experience in alumni relations and external affairs with demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership
- Excellent communication, organizational and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the School, alumni, other constituents and the public
- The demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve goals
- High professional and ethical standards for handling confidential information
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Experience with Raiser's Edge or a similar constituent database
- Ability to work evenings and weekends as needed

Please send a cover letter, resume and references to yeagerj@stpiusx.org. For more information, visit stpiusx.org.