



**Office of Institutional Advancement
Job Description
Director of Alumni**

Bishop Chatard is seeking a Director of Alumni. The ideal candidate would be a graduate of Bishop Chatard High School. The position is part-time requiring approximately 30 hours a week; 48 weeks of the year. The position may transition in full-time at some later date. Applicants are asked to submit their resume and cover letter to Nicole Beasley at nbeasley@bishopchatard.org by February 1, 2012. Please indicate job preference – full or part time.

Responsibilities include:

- ❖ Initiate, develop and maintain the Bishop Chatard Class Agent program;
- ❖ Plan, manage, and implement the homecoming celebration, Grand Reunion Weekend, Alumni Basketball League and other alumni activities as developed;
- ❖ Dynamically represent BCHS at events where a large number of alumni are gathering (i.e. reunions, funerals, luncheons, etc.);
- ❖ Actively promote alumni involvement in the mission and in all BCHS events/activities, including but not limited to Chatard-A-Bration, Achievement Awards, Easter Egg Hunt, Phone-A-Thon, the Golf Outing, Annual Fund Dinner and Breakfast with Santa;
- ❖ Facilitate efforts to increase alumni participation in the annual fund;
- ❖ Prepare alumni updates and achievements for publication in the school's printed and electronic communications (i.e. alumni professional and personal announcements, obituaries, etc.);
- ❖ Work efficiently within Microsoft Office, Raiser's Edge, Constant Contact and various forms of social media;
- ❖ Collaborate with guidance and other administrators to develop programs where alumni might assist students through career days, internships, academic department advisory councils, and bridge-to-work programs.