



## **Director of Alumni Relations**

The Director of Alumni Relations of Bishop Chatard High School advances the mission of the school through the planning and implementation of programs and activities which are designed to foster engagement of the alumni in the school and alumni investment of human and financial resources. The director reports directly to and is supervised and evaluated by the Executive Director of Fund Development and Alumni Relations.

### **Catholic Mission**

Work with the Executive Director of Development and Alumni Relations to integrate the school's Catholic mission and identity into all alumni activities.

### **Alumni Relations**

- Works with the Executive Director in designing and implementing the annual and 3 year alumni relations plans;
- Oversees the efforts of the Alumni Board in order to foster quality alumni engagement and recruit alumni volunteers to assist with outreach and events;
- Ensures current and accurate alumni information in the advancement database and on the alumni section of the website in coordination with the database manager and web manager;
- Communicates with the alumni on a regular basis (via personal contact, newsletters, social media, through events, etc.);
- Prepares alumni updates and achievements for publication in the monthly alumni newsletter, school magazine, on social media and posting on the web site;
- Works to identify, recruit, train and involve alumni in fundraising efforts for Bishop Chatard High School class reunions, the annual fund and the annual golf outing;
- Provides assistance to classes with reunion plans and homecoming events and works with the special events coordinator to execute the plans for on-site events;
- Works with the guidance department to involve alumni in the career pathways programs and initiatives;
- Plans, organizes and executes annual alumni engagement events such as the Christmas on Crittenden and the Easter Egg Hunt events and the alumni basketball league.

### **Administrative**

- Attends regularly scheduled advancement department meetings
- Manages the department budget
- Meets regularly with the Executive Director on all alumni efforts, concerns and events
- Works with the webmaster to communicate all important alumni activities