

Director of Alumni Relations & Special Events

The Director of Alumni Relations & Special Events of Bishop Chatard High School advances the mission of the school through the development of relationships with alumni and the facilitation of all of the school's special events. The position reports to the executive director of development. The director of alumni & special events will accomplish this in the following ways:

Catholic Mission:

- Working with the executive director of development to integrate the mission of Bishop Chatard into all alumni activities and interactions and special events.

Special Events

- In coordination with the executive director of development and the advancement team organize, plan, facilitate, and execute the logistics of the Annual Fund Dinner, the Table Captain's Dinner, Chatard a Bration, Walk a thon, Golf Outing and the Evening of Thanks, Christmas on Crittenden & the Easter Egg Hunt (including but not limited to procurement of and management of volunteers, invitations,, staging of events, technology and photography arrangements, selection of venues, menus, general event oversight) and any other event as directed.
- In coordination with the executive director of development, assist in the fundraising efforts of the Annual Fund Dinner, Chatard-a-Bratton, Walk a Thon, Golf Outing, all reunions and any other events or initiatives as required.
- In coordination with the campus ministry office, organize, plan, and facilitate the Veteran's Day Mass and the grandparent Masses.
- In coordination with the executive director of development, organize, plan, and facilitate donor recognition events such as the Evening of Thanks.

Alumni Activities

- Works with the executive director of development in developing and implementing the annual and 3-year alumni relations plans.
- Oversees the efforts of the Alumni Board 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 donor information manager and website manager.
- Communicate with alumni regularly (via personal contact, newsletters, social media, events, etc.).
- Prepares alumni updates and achievements for publication in the monthly alumni newsletter, school magazine, on social media, and posting on the website.
- Works to identify, recruit, train, and involve alumni in fundraising efforts for BCHS class reunions, the annual fund drive, the annual golf outing, and all other fundraising initiatives as directed.
- Seeks to involve alumni in non-fundraising events of BCHS such as the Christmas on Crittenden and the Easter Egg Hunt events.
- Identify and work with the alumni basketball league coordinator.
- Assists with reunion plans and homecoming events and executes the plans for on-site events.
- Works with the Guidance Department and Principal's Office to involve alumni in career-centered programs and initiatives.

Administrative

- Attend regularly scheduled Advancement Department meetings.
- Attend President Council meetings.
- Manage alumni and special events budgets.
- Meet regularly with the executive director of development for purposes of planning, tracking progress, and to keep her or him informed on all alumni and special event efforts.
- Communicate with Advancement Department leaders to ensure events will be successful from an operational and logistics standpoint, as well as, the vice principal of operations, maintenance superintendent, athletic director, music director, A/V coordinator etc.).
- Coordinate and communicate all alumni basketball operations with the director of athletics, maintenance superintendent and the alumni basketball league coordinator.
- Communicate all important alumni activities and special events with the executive director of marketing and communication and the website manager.

Work Schedule

- Normally Monday through Friday 8:00am - 4:30pm, 30 minutes for lunch, with exceptions and accommodations for events and evenings.
- 40 hours/week, some nights and weekends to meet with alumni, special events and/or projects.
- Year-round position, some local travel.

Benefits

- Tuition discount to Bishop Chatard/Trojan Tots.
- Paid school breaks as approved by supervisor
- Paid vacation days in each year of service. Unused days may not be accumulated from one year to another.
- Up to nine sick days in each year of service. These days can be accumulated from one year to another but are not eligible for reimbursement upon end of employment.
- This position is eligible for medical benefits and 403(b) retirement plan.
- Ten paid Holidays.

Position Specifications/Requirements

- Event planning experience preferred
- Bachelor's degree or higher from an accredited institution
- Strong verbal and written communication skills
- Excellent organization skills
- Self-motivated and flexible
- Willingness to foster the Church's mission