



Coordinator of Special Events & Alumni Relations Job Description

The coordinator of alumni and special events of Bishop Chatard High School advances the mission of the school through developing relationships with all alumni and facilitating the production of all special events. In addition, the coordinator of alumni and special events, in coordination with the director of development, will implement the fundraising efforts in all alumni and special events as appropriate. The position reports to the director of development. The coordinator of alumni and special events will accomplish this in the following ways:

Catholic Mission:

- Working with the director of development to integrate the Catholic mission and identity into all alumni activities and special events.

Special Events

- In coordination with the Advancement Team organize, plan, facilitate, and execute the logistics of the Annual Fund table captain dinner, Annual Fund dinner, Chatard a Bration, Walk a thon, the Golf Outing and other events as assigned. Two non-fundraising events include Christmas on Crittenden & the Easter Egg Hunt. Tasks to include invitation designs, name-tags, staging of events, technology arrangements, photography arrangements, selection of venues, menus, solicitation and management of volunteers, and general event oversight leading up to the event.
- In coordination with the director of development, assist in the fundraising efforts of the Annual Fund Dinner, Chatard-a-Bratton (including CAB gift gathering), Walk a Thon, Golf Outing, and all reunions
- In coordination with the campus ministry office organize, plan, and facilitate the Veteran's Day Mass and the Grandparent Masses
- In coordination with the director of development, organize, plan and facilitate donor recognition events such as the Evening of Thanks, and the VIP tent at home football games and other events as assigned.

Alumni Activities

- Manage and coordinate the Alumni Ambassador Program as part of the overall Alumni Relations Program.
 - Coordinate, plan and execute alumni community building events, such as the Pigskins & Pints night
 - Facilitate efforts to increase alumni participation in all appropriate areas of the life of Bishop Chatard, such as invitations and inclusion in homecoming and other athletic and extracurricular events
 - Organize, plan and work in coordination with the Alumni Board for meetings
 - Organize, plan, and execute all homecoming events for alumni
 - Facilitate all alumni basketball league operations
- Ensure current and accurate updates on all information on the alumni section of the website
- Plan, organize, and create the monthly Alumni Newsletter in coordination with the director of marketing and communication
- Manage, organize and facilitate the Valentine's Day cards to alumni and birthday cards

- Organize, plan, and execute the logistics of Christmas on Crittenden and the Easter Egg Hunt
- In coordination with the director of development - organize, plan, and execute the logistics and fundraising efforts of all Alumni Class reunions and the golf outing
- In coordination with the director of marketing and communication coordinate all alumni office social media efforts
- In coordination with the marketing and communication office (internally) with the Bishop Chatard community in regard to alumni deaths (notification emails)
- In coordination with the marketing and communication office (externally) with the Bishop Chatard community in regard to condolences (cards, flowers, etc.)
- In coordination with the marketing and communication office, provide a 300-word story for alumni newsletter recognizing accomplishment of a Bishop Chatard graduate
- In coordination with the donor information manager plan, organize, and execute campaigns to update alumni information into the database
- In coordination with the guidance office organize, plan, and execute monthly alumni lunch program
- In coordination with the campus ministry office plan and execute all college visits
- Perform other tasks as directed by the director of development that help to support or advance Bishop Chatard High School

Administrative:

- Attend regularly scheduled Advancement Department meetings
- Manage departmental budgets
- Meet regularly with the director of development to keep her informed on all alumni and special event efforts
- Communicate with the facilities director, the head of maintenance, and the A/V & sound coordinator to ensure all events will be successful from an operational standpoint
- Coordinate and communicate all alumni basketball operations with the director of athletics and facilities director
- Communicate all important alumni activities and special events with the director of marketing and communication and the webmaster

Work Schedule:

- Normally Monday thru Friday 8:00 – 4:30, 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:

- Up to 10 days paid vacation in each year of service. Unused days may not be accumulated from one year to another.
- Two personal 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 and retirement matching benefits.
- Holidays:

- Martin Luther King Jr. Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving
 - Friday following Thanksgiving
 - Christmas Eve
 - Christmas Day
 - New Year's Day
- Fall Break
- Christmas Break
- Spring Break