

## **Director of Alumni Relations**

**The School:** Founded in 1911, Columbus Academy is a PreK-12 coeducational college preparatory day school of over a thousand students located on a 231-acre campus ten miles from downtown Columbus, Ohio. Student programs are organized into three divisions: Lower School (PreK-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

**The Position:** Columbus Academy seeks a full-time Director of Alumni Relations as part of the Alumni/Development and External Relations department at the school. Responsibilities to begin as soon as possible.

**Qualifications** (preferred candidates will possess the following qualifications):

- Bachelor's degree or higher
- Fundraising and/or advancement experience
- Proven track record working with volunteers and in event management
- Strong communication skills and proficiencies with office technologies (Microsoft Office, Photoshop, Acrobat, InDesign) and social media/web-based technologies

**Position Expectations** (the individual selected to this position will be expected to carry out the following responsibilities):

- Serve as alumni donor relationship manager for the Annual Fund, which involves working alongside the development fundraising team to conduct personal solicitations, manage a portfolio of donors, identify stewardship opportunities, qualify prospects and assist with fundraising communications and activities
- Develop and coordinate strategies and programs to engage alumni in philanthropic and volunteer opportunities
- Build close relationships with Class Agents to support the overall advancement of the school and with the Student Alumni Representatives to bring students and alumni together
- Manage, organize and create alumni networking events and activities such as the annual Alumni Weekend, Holiday Luncheon, Young Alumni Award and Networking event, Senior/Alumni Board Luncheon, out-of-town gatherings and affinity-based or donor-related networking opportunities
- Serve as Secretary to the Alumni Association Board: facilitate meetings, committee work and communication for – and on behalf of – the Alumni Association
- Help manage and update the alumni database as well as the alumni relations Facebook, Twitter and LinkedIn presence
- Produce monthly alumni e-newsletter, write features and collect Class Notes for *Academy* magazine

**Physical Conditions** (candidates must be able to manage the following conditions):

- Travel via air and car for meetings, out-of-town receptions and events
- Set up and breakdown necessary equipment – tables, chairs, signage, etc. – for events
- Lift up to 50 pounds
- A non-smoking environment

**Legal Requirements:** All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

**To Apply:** Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or [headofschool@columbusacademy.org](mailto:headofschool@columbusacademy.org).

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.