



## Full-Time Alumni Relations Manager

*Jesuit High School, Sacramento is currently accepting applications for a full-time Alumni Relations Manager.*

### Position Summary

The Alumni Relations Manager is responsible for developing and managing a comprehensive alumni relations program that will develop and grow relationships with alumni to encourage their active and sustained participation in alumni events and financial support for the school.

### Duties & Responsibilities

Maintain connections with Alumni constituents:

- Serves as ambassador to JHS alumni and the community, while promoting the mission of Jesuit High School;
- Create opportunities for alumni to have increased interaction within the school through events and partnerships with various departments on campus;
- Conduct weekly communication with Alumni through regular emails, individual appointments and phone calls;
- Provide content to share via monthly newsletters, regular social media posts (Facebook, Twitter, Instagram, LinkedIn, etc.), and create and update alumni website.

Foster student to alumni connections:

- Develop and maintain an outreach program for students throughout their four years at Jesuit to introduce them to alumni activities and giving;
- Seek ways to engage and motivate the alumni student body to stay connected to Jesuit High School, and support their needs;
- Act as project lead for all alumni events, including, but not limited to, Big Bash, Scholarship Event, Alumni Sports Day, Alumni Mentorship Day, Big Red golf tournament, etc.;
- Plan, implement and travel to all regional alumni gatherings;
- Attend community events hosted by alumni;
- Attend all alumni-related events;

## Minimum Qualifications

- Jesuit High School alumni preferred
- College degree
- Values consistent with the mission of a Jesuit, Catholic education
- Flexibility with work schedule; available to work evenings/weekends as required
- Excellent interpersonal, writing and presentation skills

## Position Details

- Compensation Range is \$67,000 - \$73,000 based on education and experience.
- This position is classified at a full-time, exempt position.
- Benefits package includes medical, dental, vision, retirement matching and more.
- Flexibility with work schedule; available evenings/weekends for predetermined events

## Next Steps

If this seems like a good fit with your background and interest, we'd love to hear from you. Please complete the staff position application along with any additional requirements listed within the application.

*Jesuit High School is an Equal Opportunity Employer.*

*Pre-employment background screening, drug screen, TB and DMV required*