

Job Description: Alumni and Parent Engagement Manager

Arlington Catholic seeks a proactive and dedicated Alumni and Parent Engagement Manager to join our dynamic Advancement Team. Reporting directly to the Director of the Annual Fund, this role is critical in strengthening our alumni and parent relationships and driving our fundraising efforts through strategic communications and targeted programs.

Primary Responsibilities:

- **Relationship Building:** Develop and maintain robust relationships with alumni and parents by employing effective communication strategies, exceptional organizational skills, and collaborative approaches, with a strong focus on enhancing fundraising efforts.
- **Engagement Initiatives:** Design and implement innovative engagement strategies that foster community and align with the goals of Saint Agnes School/Arlington Catholic High School. These initiatives should enhance stakeholder involvement and drive increased contributions to the school.
- **Fundraising Communications and Outreach:** Create compelling communications to educate and engage alumni and parents about the school's mission, fiscal needs, and fundraising goals. Develop content for newsletters, the annual Alumni Magazine, Fidelitas, and other materials. Utilize diverse channels, including face-to-face interactions, online platforms, electronic communications, and targeted marketing campaigns, to secure support and drive donations.
- **Event Planning:** Lead impactful social and fundraising events to boost parent and alumni participation. Ensure these events are engaging, reflect our community values, and successfully achieve fundraising targets.
- **Alumni Communication and Data Management:** Develop and maintain a structured system for personalized communication with each graduating class of ACHS alumni, aimed at strengthening relationships and encouraging ongoing support and donations. Oversee the collection, analysis, and maintenance of contact and donor data for both Saint Agnes School and Arlington Catholic High School, using this information to refine and enhance fundraising strategies and outreach efforts.
- **Collaboration:** Work closely with school parent organizations to coordinate and align efforts on school-wide initiatives. Ensure that these collaborations effectively support fundraising goals and community engagement.
- **Marketing Collaboration:** Collaborate with the Communications and Marketing Specialist to develop and promote marketing materials for all Advancement programs and fundraising events, maximizing visibility and impact.
- **Availability and Additional Duties:** Be accessible to alumni and parents for discussions about the Saint Agnes and Arlington Catholic community, and attend special events and programs, including evenings and weekends, to support and drive fundraising efforts. Additionally, perform other responsibilities as assigned by the Director of the Annual Fund or President, focusing on advancing the school's fundraising and engagement goals.

Qualifications:

The ideal candidate will have a strong alumni and parent engagement background, with proven fundraising experience. Excellent communication and organizational skills, combined with a passion for advancing the mission of Saint Agnes School/Arlington Catholic, are essential. We encourage you to apply if you are a motivated professional with a track record of successful fundraising and relationship management.

Please send your resume and cover letter to Shannon Sullivan @ sullivans@achs.net