BROOKS SCHOOL
POSITION DESCRIPTION

Position Title: Assistant Director of Alumni Programs

SUMMARY DESCRIPTION

The Assistant Director of Alumni Programs will design, develop and execute innovative and integrated young alumni fundraising and programming initiatives. They will do this with guidance from the Director of Institutional Relations, the Director of Annual Fund and Donor Relations, and the Director of Alumni Programs. All efforts will be aimed at strengthening connections and increasing engagement with the school while raising young alumni and student giving participation. Other primary responsibilities include interfacing with faculty and administration on student leadership, activities and engagement. It is preferred that candidates applying for this position graduated from Brooks School within the past ten years, however, all applicants will be considered.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES

- Continue to design, develop and implement fundraising and programming for the 10 youngest alumni classes, including at least two reunion classes per year.
- Event planning and execution includes but is not limited to the following: Young Alumni Holiday Party, Alumni Athletic Competitions, Kippy Liddle Day, 6th Form events, college dinners, career events, and the young alumni summer happy hours.
- Be open to exploring new event or program opportunities through personal research and/or participation in Peer School Groups conversations.
- Identify, cultivate, recruit, and train class and event volunteers among the 10 youngest classes.
- Work in partnership with the Director of Annual Giving to develop appeals (online) for young alumni. This includes Giving Day and other creative challenges for young alumni.
- Develop strategies for gift solicitation with the goal of increasing comfortability in making asks of young alumni constituents.
- Continue to develop and direct an education program for current students (especially sixth form) to foster an understanding of volunteering, giving and the role of alumni in the life of the school.
- Work with student volunteers on projects that support the alumni office. These student volunteers are currently known as Alumni Ambassadors.
- Work with Advancement and Communications offices on social media plans.
- Recruit and train sixth form class gift committees and direct the fundraising effort for this gift.
- Provide staffing and event assistance as needed to the Advancement Office on larger events.
- Recruit, coordinate and oversee the young alumni reunion volunteers/committees. This includes effectively communicating with at least two alumni...
classes per year. Planning and overseeing their reunion specific events and programming, as well as increasing their reunion giving and participation.

● Manage the collection and entry of class notes for the *Brooks Bulletin* (in conjunction with the Alumni Communications Manager and Director of Publications). This happens bi-annually. This process requires attention to detail and copy editing. This process also includes management of Class Correspondents, the alumni volunteers who serve to collect notes from their peers. As vacancies arise in the role for each class, the person in this role will work to fill them with assistance from the Director of Alumni Programs.

**ADDITIONAL RESPONSIBILITIES**

Other responsibilities may be added as needed or desired, including coaching.

Performs additional functions incidental to office activities including working occasional evening and weekend events.

**QUALIFICATIONS**

1. **Education**
   
   Bachelor’s degree required

2. **Experience**
   
   Some volunteer experience desirable

3. **Knowledge, Skills and Abilities**
   
   Excellent interpersonal, written and oral communication skills
   
   Well organized, detail-oriented, collaborative and a proactive self-starter
   
   Able to travel moderately and work occasional evenings and weekends
   
   Knowledge of Raiser’s Edge and Google Suite desirable

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms.

The employee is occasionally required to sit; climb or balance and stoop, kneel or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.