BROOKS SCHOOL

POSITION DESCRIPTION

Position Title: Assistant Director of Alumni Programs
Employment Category: Full Time
Permanent/Temporary: Permanent
Reports to: Director of Alumni Programs
Exempt/Non-exempt: Exempt
Schedule (hours and weeks): Complete all assigned work and work a minimum of 40 hours/week, 52 weeks a year.
Benefits Eligible: Yes
Prepared by: Lauri Coulter
Date: 6/28/22

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 Alumni Programs, with input from the Director of Institutional Advancement and the Director of the Brooks Fund and Family Engagement. All efforts will be aimed at strengthening connections and increasing engagement with the school while raising young alumni and students giving participation. Other primary responsibilities include interfacing with faculty and administration on student leadership, activities and engagement.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES

- Work to develop appeals and strategies for gift solicitation 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 gift asks of Sixth form students and young alumni constituents.
- Recruit and train Sixth Form class gift committee and direct the fundraising effort for the Sixth form class gift.
● Develop and direct an education program for current students to foster an understanding of volunteering, giving, and the role of alumni in the life of the school. Work with Alumni Ambassadors.

● Plan and direct student calling/email programs.

● Develop and execute all young alumni events including Young Alumni Holiday party, Alumni Athletics Competitions, Kippy Liddle Day, Sixth Form events, college pizza dinners, networking events, and create new opportunities.

● Identify, cultivate, recruit, and train class and event volunteers among the 10 youngest classes, specifically the young alumni reunion volunteers/committees. Planning and overseeing their reunion-specific events and programming, as well as increasing their reunion giving and participation.

● Work with student volunteers (Alumni Ambassadors) on projects that support the alumni office.

● Be open to exploring new event or program opportunities through personal research and/or participation in Peer School groups conversations.

● Work with Alumni Communications Manager and Director of Alumni Programs on social media plans directed at young alumni to improve and increase engagement and participation.

● Manage team of class correspondents who serve to collect notes from their class peers for Brooks Bulletin. 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.

● Manage the collection, copy editing and entry of class notes for 2 editions of Brooks Bulletin per year (in conjunction with the Alumni Communications Manager and Director of Publications).

ADDITIONAL RESPONSIBILITIES

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

● Management opportunities may present itself with hiring and directing a summer intern.

● Provide staffing and event assistant as needed to the Advancement Office on larger events.

● Coaching Opportunities.

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 and work occasional evenings and weekends
○ Knowledge of Raiser’s Edge and Google Suites desirable

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an indoor environment. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

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

TRAVEL: This role requires travel (10-15%).

APPLICATION AND POSITION INFORMATION:

Brooks School believes that realizing a mission aimed at providing the most meaningful educational experience its students will have in their lives requires intentional work to build and foster diversity, equity, and inclusion for all members of our predominantly residential school. As such, we seek a diverse candidate pool that includes those who are traditionally underrepresented and less familiar with boarding school life.

All interested candidates should submit the following materials by email with attachments to Director of Institutional Advancement Gage Dobbins at gdobbins@brooksschool.org:

● Cover letter expressing why you are interested in Brooks and this opportunity
● A current resume
● Three professional references and their contact information

EEO STATEMENT:

The school will make any offer of employment contingent upon a candidate being authorized to work in the United States, and successfully completing criminal offender record (CORI) and sexual offender record (SORI) background checks.

Brooks School does not discriminate on the basis of race, gender, color, sexual orientation, disability or religion in the administration of its educational policies, admission policies, employment policies, financial aid and loan programs, athletic programs and other school administered programs and activities.
COVID-19 VACCINATION POLICY:

Brooks School is a COVID-19 vaccinated community. Unvaccinated visitors to campus are asked to refrain from entering any school buildings unless the school has granted an exemption. In all cases, unvaccinated people who have been granted an exemption must wear a mask over the nose and mouth at all times when in a school building.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Director for Alumni Programs will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Institutional Advancement or appropriate administrator. Brooks School reserves the right to update, revise or change this job description and related duties at any time.

_____________________________________         ______________________________
Employee Acknowledgment                     Supervisor Acknowledgement