

DIRECTOR OF ALUMNI RELATIONS

The School: Founded in 1911, Columbus Academy is a PreK-12 coeducational college preparatory day school of 1,070 students located on a 231-acre campus ten miles from downtown Columbus, Ohio. Student programs are organized into three divisions: Lower School (PreKindergarten-Grade 4), Middle School (Grades 5-8) and Upper School (Grades 9-12). The school offers a rigorous 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 for the position begin as soon as possible.

Qualifications: Preferred candidates will possess the following qualifications:

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

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

- Manage, organize and create alumni-related events and activities, such as the annual Reunion Weekend and Reunion Buddies pen-pal program with the 5th grade, the Holiday Luncheon, Career Exploration and College Exploration Days, an Alumni Tailgate party at an Ohio State football game, the Senior/Alumni Luncheon and all out-of-town gatherings.
- Foster relationships with students and young alumni through Student Alumni Representatives.
- Serve as Secretary to the Alumni Association Board, helping to facilitate meetings, committee work, communication and other activities.
- Help to manage and update the alumni database as well as the alumni relations Facebook and LinkedIn presence.
- Assist Director of Annual/Major Gifts with alumni portion of the Annual Fund (mailings, phonathons, work with telemarketing firms, personal solicitations, etc.).
- Work with class agents/class representatives for individual class reunion activities.
- Produce copy/photographs for monthly alumni e-newsletter and other communications as needed.
- Write alumni features and collect information for Class Notes section of *Academy Magazine*.

Physical Conditions: Candidates must be able to manage the following conditions:

- Lift up to 40 pounds
- Set up and breakdown necessary tables/chairs, etc. for events
- Travel via air and car for out-of-town receptions and events

Legal Requirements: All Columbus Academy employees must pass required criminal records checks and appropriate background checks, including proof of academic credentials.

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 socio-economic background.