



Job Description | Alumni & Community Engagement Manager

TITLE: Alumni & Community Engagement Manager

REPORTING TO: Senior Director of Advancement

STATUS: Exempt

EMPLOYEE CLASSIFICATION: 12-months, Full-time

ABOUT THE POSITION

As a key member of the Servite Advancement team, the Alumni & Community Engagement Manager (ACEM) is responsible for engaging alumni, parents, and friends of the Servite High School community. Reporting to the Senior Director of Advancement, the successful candidate will work closely with staff and volunteers to develop and implement annual goals to meet strategic fundraising and engagement objectives by facilitating positive donor stewardship, cultivation, and solicitation activities to increase gift acquisitions.

This role will develop and implement stewardship strategies that include coordination of fundraising efforts to meet and envision with existing and prospective donors. Through strategic engagement (phone, written, in-person meetings, events and multi-channel communications) the ACEM will develop personal rapport with constituents to deepen relationships with Servite, ultimately enabling them to come into closer relationship with Servite's mission and resulting in an increase in financial support for the school.

The ACEM will be a positive advocate for Servite's vision and be capable of inspiring others to support its mission. The ACEM will be a member of a collaborative, flexible, and hardworking team and must be willing and able to travel in state up to 60% of the time.

PRIMARY RESPONSIBILITIES:

- Interface with the Servite community on a regular basis.
- Manage an active portfolio of 150 current and prospective donors between \$1,000 - \$4,999, and a small portfolio of \$5,000 – \$10,000 donors.
- Identify and research prospective donors.
- Coordinate and manage alumni reunions, the Play It Forward program, the ASPIRE program, and other cultivation events/campaigns.
- Develop and execute strategies for engaging, cultivating, soliciting, and retaining donors.
- Set clear goals for identification, cultivation, solicitation and stewardship of donors utilizing moves management.
- Represent Servite at community events, and support Servite's fundraising activities with the Events Manager, as needed.

- Travel in state for face-to-face cultivation and solicitation meetings with existing and prospective donors.
- Manage the Alumni Association Board (AAB) and other volunteer groups, as assigned.
- Manage alumni social media accounts and other assigned communication channels.
- Manage and update alumni calendar on Servite website.
- Maintain accurate and thorough records, including on the Servite advancement database.
- Articulate a compelling case for support to all constituents; responsible for collaborating on overall priorities with the Senior Director of Advancement
- Work collaboratively and provide regular updates to the advancement team.
- Support the Senior Director of Advancement, President, and other Servite leadership as assigned.

KEY VALUES:

- A practicing Catholic with sound knowledge of the Catholic faith is encouraged, but not required;
- A passion for and commitment to the mission of Servite High School;
- A strong sense of integrity, poise, confidence, and initiative; and
- A disposition of humility and collaboration

KEY BEHAVIORS:

- Relational, communicative, and visionary
- Opportunistic and problem-solving
- Systematic and high standards

ESSENTIAL SKILLS:

- Meticulous attention to detail and strong organizational skills
- Demonstrated verbal and written communication skills
- Ability to communicate effectively with colleagues, parents, benefactors, and others in our community
- Process-oriented and has a desire to work with cross-functional departments
- Be available to work nights and weekends as needed
- Ability to take direction, assign work, and take responsibility for its completion
- Ability to work independently with minimal or no supervision.
- Ability to work cooperatively with others
- Ability to accept direction and constructive criticism
- Ability to complete tasks in a timely manner
- Ability to effectively multitask and manage multiple projects
- Ability to maintain consistent attendance and punctuality
- Ability to work nights and weekends as necessary

**This job description is intended to describe the type and level of work being performed by a person in this position. It is not an exhaustive list of all duties and responsibilities required by a person so classified.*

QUALIFICATIONS:

To successfully perform this job, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required

- Bachelor's degree in business, marketing, public affairs, fund development or related field.
- Have 3+ years relevant experience, preferably in a non-profit setting.
- Demonstrate close personal alignment with and knowledge of Servite's mission and values.
- Possess the highest ethical standards and reflect a professional demeanor.
- Possess outstanding interpersonal skills with diverse groups of people.
- Have strong communication and messaging skills, both written and verbal.
- Board development and management experience.
- Ability to work collaboratively with staff and volunteers.
- Self-starter who will proactively and assertively organize engagement events and communications.
- Knowledge of donor database systems, preferably Raiser's Edge.
- Stay organized, track progress and meet goals.
- Have a valid driver's license.
- This position is full time, in person on campus, with exception of necessary travel.

PHYSICAL DEMANDS:

- The ability to lift 25/50 pounds.
- The ability to stand/sit for long periods of time.
- The ability to be mobile for outside conferences, retreats, or fundraising events.

Servite High School is a Catholic college preparatory high school for boys located in Anaheim, California. Offering world-class academic, extracurricular, and formation programs, Servite employees make a better world by forming the next generation of leaders. Servite High School develops students through a formation process informed by the Catholic faith and the charism of the Order of Friar Servants of Mary.

Servite Faculty and staff play many roles in the daily lives of our students. They are teachers, administrators, artists, coaches, parents, experts in their fields of study, counselors, community volunteers, and individuals who are committed to forming faith-filled leaders. Servite welcomes applicants of all faith backgrounds who are committed to our mission and respectful of its Catholic beliefs.

REASONABLE ACCOMMODATIONS:

The School will provide reasonable accommodations to qualified individuals with a disability in order to enable them to perform the essential functions of this job.

APPLICATION REQUIREMENTS:

Please send a cover letter, resume, and contact information for three professional references to nbyrne@servitehs.org.