The Director of Alumni Relations serves as a key member of the Advancement staff. Primary responsibilities are to manage the Alumni Relations team, direct the programming, planning, and execution of alumni events for Mercersburg, and to identify, engage, and manage alumni volunteers. The director will encourage involvement of alumni in the life of the school and will understand fundraising in relation to alumni activity and have the ability to cultivate relationships with respect to fundraising objectives. This position may be classified as either staff or faculty. Faculty classification will require the position to have residential and athletic or extracurricular duties included in their position descriptions.

**Job Duties:**

- Play a critical role in the leadership and execution of alumni programming, working closely with Advancement colleagues and with alumni leaders to strengthen the school’s relationship with alumni. Systematic outreach activities include:
  - Creating a long-term strategic plan to increase alumni involvement and support
  - Coordinating, planning and implementing major activities and events including Alumni Weekend, Reunion Weekend, regional events and Alumni Council meetings
  - Developing and supporting regional alumni clubs and affinity groups
  - Facilitating and managing young alumni outreach, regional events and activities
- Engage, train, and support alumni volunteers.
  - Travel to various regions to recruit volunteers who demonstrate the interest, ability, and commitment to advance Mercersburg in the years to come
  - Recruit class leaders and support select reunions each year to plan their reunions, raise class gifts, and assure each class succeeds in reconnecting with both one another and the school
  - Provide volunteers with consistent, thoughtful support and training
  - Regularly update training materials
- Manage the Alumni Council volunteers and program.
- Collaborate with the Advancement Communications Manager on content for alumni-directed communication, including class agent letters, newsletters, and social media.
- Work with the Donor Relations Manager to ensure proper recognition of volunteers.
- Serve as an advocate for alumni, both internally and externally, to maximize opportunities for Mercersburg’s alumni to remain engaged in the community.

**Knowledge, Skills and Abilities:**

- A leadership style marked by enthusiasm, a desire to innovate, and the ability to set an example for others.
- A well-organized, results-oriented individual who has a high energy level together with an accompanying sense of urgency.
- Well-developed interpersonal skills to deal effectively with a wide range of constituents, including those at very senior levels.
- Ability to move comfortably in social settings and to forge strong personal relationships with major donors.
- Polished when interacting with people of power, influence, and wealth.
- A record of successfully recruiting, training, and managing volunteers.
- A systematic thinker who sees the big picture but remains detail minded and focused on the school’s core mission.
- Entrepreneurial and highly motivated, with the ability to transmit passion to and through others.
- Exceptional written and verbal communication skills.

**Minimum Qualifications:**

- Bachelor’s degree.
- Five years of experience in alumni relations, development, or public relations with preference in a boarding school environment.
- Prior successful supervisory and volunteer management experience preferred.
- Computer literacy (word processing, spreadsheet management, internet, e-mail, scheduling, and database software programs.)
This description is intended to provide a general scope of the position. This job description may include other duties as assigned by the manager.

_______________________________________

Signature