



## **Title: Alumni and Community Relations Associate**

### **Position Summary**

The Miami Valley School's mission is to challenge young people of promise to become self-sustaining learners and compassionate global citizens. For a half-century, The Miami Valley School has provided a unique learning option for families in the Dayton, Ohio community.

As an essential member of the Advancement team, the Alumni and Community Relations Associate works collaboratively to establish and enhance the long-term sustainability and success of the school through a commitment to strengthening philanthropic giving while aligning relationship-building and outreach efforts with strategic priorities.

As a highly organized, creative, detail-oriented, reliable, and relationship-minded person, the Alumni and Community Relations Associate will work closely with the Director of Advancement, to develop engagement and fundraising strategies and implement action plans that strengthen ties between the school and several community stakeholders: alumni, parents, friends of the school, and community partners.

The Alumni and Community Relations Associate will actively manage a major giving/sponsorship portfolio that will involve prospecting, qualifying prospects, gift solicitation, and post-gift stewardship creating strategic initiatives and leading organization-wide outreach, alumni, and advancement events.

**Reports to:** Director of Advancement 12- month position.

**Start Date:** July 1, 2021

### **Primary Responsibilities**

#### **Community Relations:**

- Embrace the mission, history, culture, traditions, values, and educational philosophy of the school.
- Work collaboratively with the Advancement Team, members of the leadership team, and the faculty and staff to advance a culture of philanthropy
- Attend advancement team meetings morning announcements, events, and classes to gather information
- Collaborate with the Director of Marketing and Communications to ensure the publication of the annual report and magazine including alumni e-news, web content, social media, and the newsletter
- Develop, and implement programs and outreach activities to engage community stakeholders in and around the school including parent and community events
- Cultivate and maintain strong relationships with the parent community.. Stay actively engaged with the Dayton community



### **Alumni Relations**

- Chair the Alumni Council Committee serving as a liaison between the school and alumni volunteers
- Work with the Director of Advancement and the Head of School in development Develop implementing and evaluate a strategic plan, that includes fundraising activities for alumni relations and advance and support increased engagement with alumni
- In collaboration with the Director of Communications, assist in the creation of regular newsletters and messaging to alumni about current and upcoming events at the school
- Collaborate with the Special Events Coordinator to plan, support, and attend community and alumni events
- Attend or travel to alumni events throughout the year (may include evenings and weekends)
- In coordination with the advancement team, support management of the alumni database

*Other duties as directed by the Director of Advancement or Head of School*

### **Required Qualifications** Undergraduate degree or higher

- 3+ years fundraising experience
- A willingness to be a positive, present, and engaged member of the community
- A willingness to travel as needed and be out of town for events
- A willingness to commit to the schools' initiatives around Diversity, Equity, and Inclusion
- Successful experience working within the community and/or alumni relations
- Demonstrated success in achieving fundraising goals
- Proven computer skills and comfort with technology; experience with CRM programming

### **Competencies:**

- Highly organized, motivated, strategic thinker, self-starter with proven interpersonal, written, and oral communication skills
- A passion for relationship building informed by strategic planning and donor record management
- Proven ability to maintain confidentiality, and professionalism
- Able to succeed in a fast-paced work environment
- Able to contribute to the team as well as work independently
- Demonstrated ability to follow through on responsibilities