

**MOUNT MERCY ACADEMY
JOB DESCRIPTION**

Job Title: Alumnae Relations and Events Coordinator

Department: Administration

Reports to: Director of Operations and Management

Job Summary:

The **Alumnae Relations and Events Coordinator** is responsible for the coordination and implementation of the Academy's events and fundraisers. The **Alumnae Relations and Events Coordinator** works to build and sustain relationships with alumnae, parents of alumnae, past parents and friends of Mount Mercy Academy. The primary goal is to sustain and enhance the relationship of the alumnae with Mount Mercy Academy and with each other to continue as a nurturing community of faith begun as students at Mount Mercy.

The Coordinator must be committed to the Academy's mission and goals, communicate effectively, work as a team player and represent the Advancement and Marketing areas within the school community and the community at large as requested by the director or Head of School.

Essential Functions, Duties and Responsibilities: The following statement reflects the duties considered necessary to describe the essential functions of the position as identified and shall not be considered as a detailed description to all of the work requirements that may be inherent in this position.

Alumnae Relations and Events Coordinator Duties

- Design and implement an annual alumnae plan with goals and objectives in coordination with the Advancement and Donor Relations Manager and the Alumnae Board President.
- Coordinate all alumnae activities consistent with the overall marketing, fundraising and recruitment strategy of Mount Mercy.
- Take the leadership role in planning and implementing alumnae events including alumnae reunions, annual events such as Mercy Honors, Memorial Mass, Breakfast with Santa, Gift Gathering parties and other key activities and events.
- Responsible for coordinating all aspects of these events including researching and reserving venue, scheduling volunteers and reaching fundraising goals.
- Build and manage relationships with Alumnae Board Members and volunteers, keeping them informed and engaged.
- Assist the Marketing Coordinator with timely and appropriate alumnae and event related information for the Mount Mercy Academy website, social media and other channels to keep alumnae informed and to elicit their participation and support.
- Work as a resource with chairpersons and committees responsible for key fundraising activities such as Planned Giving, Major Gifts, McAuley gala, foundations, corporate giving and other such events and activities with regard to Alumnae.
- Coordinate Alumnae to present at events such as: Career Day, S.E.E., marketing videos, guest speakers, etc.
- Take the leadership role in planning and implementing major fundraising events including the McAuley Gala, Mercy Honors, the Golf Tournament, Meat Raffle, Trivia Night, and/or any additional events.

- Project manages the McAuley Gala and works with the Advancement team to execute all aspects of the gala.
- Plan and execute gift gathering parties, secure donations including live auction packages, catalog preparation, database management, track expenses and deposits, track RSVPs, work with vendors, design invitations, manage volunteers, and assist the Advancement Director, chairs and committee members with sponsorship.
- Plan, coordinate and execute any designated special event activity associated with the McAuley Gala, including staff and student participation, fundraising efforts planned by the committee, etc.

Database Duties

- Maintains Event Database: enters gifts, enters data, runs reports, prepares data for catalog, all mailings, and thank you letters.

Administrative Duties

- Works with and delegates job responsibilities to the Administrative Assistant.
- Works with the Administrative Assistant and marketing team to coordinate mailings.
- Prepares, coordinates and attends all event committee meetings.
- Works in conjunction with the Marketing Coordinator on the MMA website, social media, press releases, and print materials specifically regarding the needs of the Alumnae Relations and Events department.
- Works with the Administrative Assistant on preparing and mailing thank you letters to donors.

Additional job responsibilities:

- Steward existing and build new relationships with Alumnae, Staff, Faculty, Board of Trustees, Parents, Students, community partners, vendors, etc.
- Supervise work study students and volunteer programs related to events.
- Contributing writer/editor to Horizons Newsletter. Working directly with the Horizons Coordinator on article ideas, alumnae contacts and information, etc.
- Assist with the development and implementation of the Advancement Plan in conjunction with strategic planning goals.
- Attend Staff and other meetings at the request of the Director of Operations and

Management and/or Head of School.

EDUCATION Preferred:

Bachelor's degree in communications, marketing, public relations or related field. Extensive alumnae relations management or event planning experience may substitute for degree.

EXPERIENCE Required:

At least three years experience in fundraising, special events and/or marketing and public relations. Windows and Excel experience, experience with gift processing database, experience with InDesign software, organized self-starter.

SPECIAL REQUIREMENTS NEEDED FOR POSITION:

Strong Computer and Communication Skills, both verbal and written. Strong public speaking skills especially at events and leading meetings, must excel in interpersonal communications and building relationships. Ability to work flexible hours with nights and weekends availability. Highly motivated individual with strong organizational skills, ability to handle multiple projects.

MENTAL DEMANDS OF THE POSITION:

Must be able to handle multiple deadlines and prioritize.

CONTACTS:

Staff, faculty, alumnae, students, parents, outside vendors, donors, Board of Trustees, Alumnae Board, McAuley Gala committee, Special Events Committee.

WORKING CONDITIONS:

Normal Office Conditions. Must be able to work nights and weekend hours as required by the position.

PHYSICAL DEMANDS:

Position requires occasional lifting of 20+ lbs for each gift gathering and event set-up and take-down.

I have reviewed and understand the essential functions of this job description and am able to perform each function with/without (circle one) accommodation and in a safe manner and in accordance with established procedures. I further acknowledge that this job description is a general description of the duties of this position and my supervisor may require changes in responsibilities from time to time. I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Signature_____

Date_____