

**MOUNT MERCY ACADEMY  
JOB DESCRIPTION**

**Job Title:** Alumnae Relations Coordinator  
**Department:** Institutional Advancement  
**Reports to:** Director of Institutional Advancement

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**Job Summary:**

The Alumnae Relations 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.

- Design and implement an annual alumnae plan with goals and objectives in coordination with the Director of Institutional Advancement and the Alumnae Board President
- With the Director of Institutional Advancement, 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 Dinner and other key activities
- 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 Director with timely and appropriate alumnae 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. and as needed

**EDUCATION REQUIRED (Minimum):**

Preferred Bachelor's Degree in Related Field OR Extensive alumnae relations management experience may substitute for degree.

**EXPERIENCE REQUIRED (Minimum):**

3-5 years experience in fundraising or special events

**SPECIAL REQUIREMENTS NEEDED FOR POSITION:**

Excellent Communication Skills both verbal and written

Strong public speaking skills especially at events and leading meetings

Must excel in interpersonal communications and building relationships

Strong organizational skills, ability to handle multiple projects along with schedule flexibility

Strong computer skills especially familiarity with Microsoft Office

Able to work with fundraising software

**CONTACTS:**

Staff, faculty, alumnae, students, parents, past parents, outside vendors, donors, general public

**PHYSICAL DEMANDS:** Position requires some physical exertion for event set-up and take-down and some travel for alumnae chapter events. Must be able to lift 20 pounds independently.

**Please send cover letter and resume to**

Julie Marzolf, Director of Institutional Advancement at [jmarzolf@mtmercy.org](mailto:jmarzolf@mtmercy.org)