

Title: Director of Alumnae Relations & Engagement

Department: Institutional Advancement

Reports to: Executive Director of Institutional Advancement

Position Type: Year-round, full-time exempt

Responsibilities

Strategy & Alumnae Association Development

- Develop and execute an annual alumnae engagement plan aligned with SHA's mission and Advancement priorities
- Build and formalize a Sacred Heart Academy Alumnae Association, establishing its structure, leadership roles, and charter, to drive outreach, volunteerism, and connection among SHA alumnae across generations
- Establish and track key engagement metrics (participation, attendance, reunion giving, digital engagement, geographic reach)

Reunion Programming & Fundraising

- Plan, coordinate, and execute all reunion programming in partnership with class committees and reunion volunteers
- Recruit, train, and support class chairs and reunion committee volunteers
- Lead fundraising efforts tied to class reunions, partnering with the Advancement team to integrate reunion giving campaigns and maximize alumnae philanthropy

Regional & Out-of-State Engagement

- Develop and manage a regional and out-of-state engagement calendar to expand SHA's footprint beyond Long Island
- Develop and manage Alumnae business sector chapters
- Plan and execute alumnae gatherings in key regions, in collaboration with venues, volunteers, and local hosts
- Identify and cultivate regional alumnae leaders to sustain engagement between visits
- Travel as needed to support events and build SHA's presence in new markets

Event Management

- Plan and direct signature alumnae events, including reunions, and other community-building programs
- Manage event logistics, including venue selection, vendor management, budget oversight, attendee communications, and on-site execution for SHA's signature Leadership Dinner Dance event

Communications & Digital Engagement

- Manage alumnae-facing content in partnership with the Communications & Marketing Office, including the Alumnae Spotlight series and social media channels (Facebook, Instagram, LinkedIn)
- Help produce content for digital newsletters, class notes, and alumnae feature stories that showcase the accomplishments of alumnae

Volunteer & Community Engagement

- Recruit, train, support, steward, and recognize alumnae volunteers, including class chairs, regional hosts, and Alumnae Association leadership
- Maintain a visible, active presence within the school community, building authentic relationships with alumnae, families, students, faculty, and staff
- Represent SHA and provide care and support to alumnae and families during times of illness or bereavement, as appropriate

Operations & Administration

- Develop, manage, and reconcile budgets for alumnae programming, events, and travel; ensure accurate and timely financial reporting
- Maintain accurate and current alumnae records in the Advancement database; track engagement activities, volunteer involvement, and giving history

Qualifications

- Bachelor's degree required; advanced degree preferred
- 5+ years of experience in alumni/alumnae relations, advancement, nonprofit management, event planning, or a related field
- Demonstrated experience building or growing a volunteer network or association strongly preferred
- Exceptional interpersonal and written communication skills, with the ability to engage authentically with alumnae across generations
- Strong project management and organizational skills, with the ability to manage multiple concurrent priorities
- Comfort soliciting philanthropic support and working alongside an Advancement/development team
- Builds authentic, trust-based relationships across constituencies; communicates with warmth, professionalism, and emotional intelligence
- Familiarity with donor CRMs (Raiser's Edge NXT or similar) and digital engagement platforms a plus
- Understanding of and enthusiasm for Catholic, all-girls education and SHA's mission
- Availability for evening/weekend work and regular, occasional out-of-state travel

Working Conditions

- This is a full-time, on-site position
- Occasional evening and weekend work required

- Travel required to support alumnae gatherings

Physical requirements include the ability to lift and transport event supplies and materials and perform hands-on event setup and breakdown.

Interested candidates should send a cover letter and resume to careers@sacredheartacademyli.org.