



**CENTRAL
CATHOLIC**
HIGH SCHOOL

Men of Faith, Men of Scholarship, Men of Service

**CENTRAL CATHOLIC HIGH SCHOOL
4720 Fifth Avenue
Pittsburgh, PA 15213**

Position Description
Director of Alumni Relations

Mission Statement

The Central Catholic Promise: To inspire boys to become Men of Faith, Men of Scholarship, Men of Service.

Central Catholic High School, a college preparatory school for boys, is guided by the educational principles of St. John Baptist de La Salle.

The school strives to provide a challenging, relevant, and diverse program of studies and extracurricular activities in an environment that fosters a life of faith and learning and develops leaders rooted in the Gospel values of integrity, respect, service, justice, and peace.

Director of Alumni Relations Position Overview:

The Director of Alumni Relations is responsible for the planning and implementation of programs and projects that strategically engage alumni which may include current and/or past parents in strengthening the mission of Central Catholic High School.

As an ambassador of the school, the Director of Alumni Relations is charged with securing commitments from alumni and other constituents to provide professional expertise and volunteer service; collaborating with colleagues on the Advancement team and school administration to create and maintain opportunities for alumni participation that advance the goals of Central Catholic; partnering with Advancement colleagues to identify, cultivate, solicit and steward alumni giving; and serving as a liaison between the alumni and school administration.

As a member of the Institutional Advancement Team, the Director of Alumni Relations will work collaboratively with all members to achieve departmental and institutional goals identified in strategic plans, in addition to goals established for each fiscal year.

Reports to: Vice President of Institutional Advancement

Direct Reports: None.

Status: Full-time, 12-month per year, exempt position

Responsibilities:

- Develops and implements strategies for the school's alumni outreach initiatives both locally and regionally across the country.
- Ensure accurate and complete alumni database records in collaboration with the Institutional Advancement Team and Database Manager.
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally.
- Maintain regular communication with alumni via direct contact, email blasts, social media, print publications, and the Central Catholic Alumni Connect platform.
- Collaborate closely with Institutional Advancement Team in increasing support from alumni; routinely identify and qualify alumni prospects for gifts; communicate development-related activities via written contact reports filed in Raiser's Edge.
- Coordinate annual class reunions and incorporate a class giving program initiative where possible.
- Coordinate the various annual alumni events (non-reunion) including but not limited to: local/regional networking, Legacy Family, Career Day, Mock Interview Night to engage our alumni.
- Assists with the Hall of Fame selection process, induction, and event(s) associated with the Hall of Fame.
- Assists with the planning and implementation of capital campaigns and special projects.
- Assists with the annual Viking Victory Auction.
- Assists and attend related Advancement Team events.
- Assists the Vice President of Institutional Advancement and the Director of Marketing and Communications with relevant constituent information for school publications and the website.
- Initiate and manage an alumni program to provide opportunities in professional development (ex. speaker series, workshops, networking, and/or internships).
- Assist with the planning and implementation of efforts related to official alumni groups such as: Central Catholic Alumni Association, Young Professionals Network, and Lettermen's Club.
- Other tasks as assigned by the Vice President of Institutional Advancement and/or the President.

Note: This job description provides a comprehensive overview of the responsibilities, qualifications, and skills required for the position of Director of Alumni Relations. While it covers the essential aspects, other duties may be assigned as needed to support the goals of the Advancement team.

Position Requirements:

- Bachelor's degree in business, public relations, communications, and/or marketing preferred.
- Experience in nonprofit advancement/development.
- Proficiency in working with Raiser's Edge/NXT and/or other fundraising software.
- Experience with Microsoft Suite (Word, Excel, Adobe, etc.)
- Must be a detail-oriented person.
- Ability to work nights and weekends.
- Ability to work independently and collaboratively within an office setting.
- Ability to function proactively by organizing and prioritizing work, resolving problems, and simultaneously managing multiple priorities to ensure that goals are met.
- According to both State and Diocesan requirements, all employees must file Criminal Record, Child Abuse, and FBI clearances with the school. In addition, new employees must complete the Mandated Reporting training and a Protecting God's Children session.

Additional Benefits of Working at Central Catholic High School

- Opportunity to be a part of a mission driven community.
- Ranked the top college prep high school in the Pittsburgh region by Niche.
- Opportunity to be a part of a dynamic team which is in the midst of preparing for the 100th anniversary of the school.
- Free Parking in Oakland.
- Professional Development opportunities, both professional and spiritual

Resume and cover letter should be sent to:

Resume, cover letter, and 3-5 professional references should be sent to:

hr@centralcatholichs.com

Deborah Rhoads
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