

**Bishop Dwenger High School**  
**Development and Alumni Relations Office**  
*Alumni Coordinator*

**GENERAL DESCRIPTION OF POSTION:**

The Alumni Coordinator is responsible for planning and coordinating special events, fostering relationships with alumni and other constituents, soliciting sponsorships and donations, tracking donations, maintaining constituent database, assisting reunion planners with initial reunion planning, organizing and overseeing committee volunteers, and collaborating for bi-annual alumni magazine.

**REPORTING RESPONSIBILITY:**

The Alumni and Development Coordinator reports directly to the Director of Development and Alumni Relations.

**SPECIFIC RESPONSIBILITIES:**

- Collaborate with Director of Development in planning Alumni & Development special events, and lead other members of the Development Office with the execution
- Solicit sponsorships and donations for special events
- Secure, organize, and oversee volunteers and committees regarding special events
- Effectively communicate with volunteers, alumni, donors, and all constituents through written and verbal correspondence
- Cultivate and nurture relationships between alumni and the school
- Oversee Alumni Board
- Collaborate with Communications Coordinator with the marketing of events, including invitations, Facebook posts, website updates, and parish bulletin announcements
- Communicate with parish grade school principals to market events in their school newsletters
- Write and/or proof communications from the Development Office, including Halo newsletter, letters to donors, emails to constituents, and social media postings
- Communicate with and assist reunion planners with initial planning of reunions
- Collaborate with other members of the Development Office to create and edit articles for the Dwenger Times alumni magazine, published twice a year
- Coordinate weekly reflections, written by alumni, parents, students, and/or staff, to be emailed to Dwenger Family during Lent
- Maintain and update the Bishop Dwenger Business Directory
- Manage constituent database
- Track capital campaign donations and progress toward goal
- Track all other donations made to the school
- Provide Business Office and School Board with related donation reports
- Generate end of year tax letters for donors
- Provide outside auditors with financial requests related to the Development Office

**EDUCATION:** Bachelor's Degree in related field