



ST. PIUS X HIGH SCHOOL
Dominican Sisters of Houston ★ 1956

Assistant Director for Alumni Relations

Job Summary

The Assistant Director for Alumni Relations is a key position within the St. Pius X High School Advancement office. This position is responsible for the planning and implementation of programs and projects that engage St. Pius X alumni. The Assistant Director for Alumni Relations also serves as an ambassador and is charged with creating and maintaining pathways for alumni participation that advance the strategic goals of the School. This position reports to the Director of Advancement.

Position Responsibilities

- Create and strengthen relationships between St. Pius X alumni and the School
- Develop, implement and promote programming to re-connect alumni with the School
- Develop, implement and promote alumni-focused events that support the School's strategic initiatives
- Educate graduating students about alumni benefits and engage them in alumni programs
- Maintain regular communication with alumni via direct contact, email blasts and social media posts, alumni web pages, and print publications
- Work in conjunction with the Director of Annual Giving to identify, cultivate, solicit and steward alumni gifts
- Secure commitments from alumni to provide professional expertise and volunteer service
- Work collaboratively with the Advancement Assistant to ensure accurate and complete alumni database records; capture biographical and career information of alumni via surveys, projects, correspondence, website, postal returns, etc.
- Work closely with the Alumni Association Board of Directors, arranging its meetings, staffing its committees, promoting and staffing alumni events, and ensuring strong and productive relationships between its members and the School
- Perform other duties as requested by the Head of School and the Director of Advancement

Qualifications

- Bachelor's degree in Communications, Marketing or a related field
- One to two years of experience in alumni relations and external affairs with demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership
- Excellent communication, organizational and interpersonal skills
- The ability to work collaboratively and courteously with colleagues, faculty, alumni, other constituents and the public
- The demonstrated ability to strategize, implement and build constituency programs and activities
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve goals
- High professional and ethical standards for handling confidential information
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Computer literacy with emphasis on experience with Microsoft Office, Adobe Acrobat, and Raiser's Edge or a similar constituent database. Experience with Canva and Finalsite a plus
- Ability to work evenings and weekends as needed

To Apply visit www.stpiusx.org/employment and select Assistant Director for Alumni Relations.