

ALUMNI DIRECTOR

We are currently seeking an Alumni Director as part of the Advancement Team. The ideal candidate will have five (5) years of experience serving as a liaison between the school and alumni. This role requires superb organizational, communication, and outreach skills as well as the ability to manage and implement events. A willingness to work nights and weekends is expected as needed for specific projects or events. This person will be heavily involved in the stewardship process of the Annual Fund and communicating and coordinating with alumni to foster alumni involvement.

ST. THOMAS HIGH SCHOOL

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas is actively seeking to fill the position of **Alumni Director**. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With an enrollment of approximately 600 students and growing, St. Thomas is committed to providing a multi-dimensional education for young men through a challenging college-preparatory curriculum and an abundance of artistic, athletic, and leadership opportunities. The motivated students, talented faculty and staff, devoted and active parents, a distinguished alumni base, along with an exciting new addition to the beautiful centrally located campus, make St. Thomas one of the most exciting places to work in education.

ESSENTIAL FUNCTIONS AND DUTIES

- Enhances and increases the involvement of alumni as active members of the St. Thomas community.
- Maintains and updates alumni database, mailing lists, and other records by researching alumni information such as new jobs, family events, significant achievements, and the deaths of alumni and family members.
- Represents the school at wakes and funerals of alumni or immediate members of their family.
- Actively communicates with alumni through phone, email, letters, face-to-face, and assisting with social media outreach.
- Coordinates alumni socials, board activities, and events as well as organizing reunions by working with class representatives.
- Provides leadership to Alumni Class Representatives through recruitment, training, supervision and evaluation.
- Organizes the annual St. Thomas Golf Invitational Tournament by partnering with the Tournament Chairs and the Tournament Committee.
- Serves as Secretary to the Alumni Association and attends monthly executive and board meetings.
- Provides leadership to alumni involvement in Annual Fund, including appeals, communications, direct mailings, and solicitation or stewardship calls.
- Prepares weekly reports for Vice President of Advancement, including an analysis of Annual Fund by segments for end-of-year reporting.
- As an integral member of the Advancement Team, assists in other advancement-related events, projects, and programs as requested by Vice President of Advancement.
- Other job duties as assigned.

MINIMUM QUALIFICATIONS

Education

Required: Bachelor's degree in Communications or closely related field.

Preferred: Master's degree in Communications or closely related field.

Experience

Required: 5 years of applicable experience.

Preferred: 6 years of applicable experience.

Experience in a school and/or non-profit environment is a benefit, but not required.

Working Conditions

Generally, work is done in an office environment with pleasant working conditions. The work hours are reasonably regular. Ability to work some nights and weekends to support events.

Physical Requirements

Rarely required to exert physical effort.

HOW TO APPLY

Please go to the St. Thomas High School website at www.sths.org/about/careers/ and download a Staff Application for employment. Email your completed application and résumé to careers@sths.org, or mail your completed application along with your resume to:

**Career Opportunity
St. Thomas High School
4500 Memorial Dr.
Houston, TX 77007**