Alumni Engagement Coordinator
(Temporary Position: Begins As Soon As Possible – End of June 2020)

Job Summary:
Francis W. Parker School is a renowned JK-12th grade independent day school. Founded in 1901 on the tenets of progressive education, the school currently enrolls 940 students and employs 200 dedicated faculty and staff members who, in addition to assistant teachers, substitute teachers and coaches, work together to ensure that the School lives up to its Mission to “educate students to think and act with empathy, courage and clarity as responsible citizens and leaders in a diverse democratic society and global community.”

We are currently seeking a talented and motivated professional to temporarily help grow and sustain the alumni relations program through all alumni-related events, both locally and regionally, and management of the Alumni Association. The temporary Alumni Engagement Coordinator will work with volunteers, staff, faculty and vendors to achieve the development goals established for each objective. These goals include cultivation, event attendance and participation, fundraising, and overall institutional advancement. This person will work to gain knowledge of the database and hard-copy files, as well as budget and other financial processes. This position will actively recruit, manage and partner with the Alumni Association volunteers who provide leadership to alumni driven initiatives.

This position requires flexibility in work schedule to include some evenings, weekends, and minimal travel. We are seeking someone that can start as soon as possible and work through the end of June 2020.

Essential Functions:
- Support the annual implementation plan, project timeline, budget and calendar for all alumni event and meeting related activities. The comprehensive plan will encompass Alumni Association efforts (locally and nationally), cultivation and stewardship program initiatives, written communications, and marketing materials.
- Serve as staff liaison to the Alumni Association and for all alumni events, reunions and activities, both local and national.
- Assist the development, planning and execution of reunion weekend activities and stewardship.
- Regularly update all web pages that pertain to Alumni Relations, including website and social media platforms.
- Work with the Associate Director of Alumni Giving and the Chief Advancement Officer to plan and implement marketing strategies to cultivate relationships with alumni, and develop and implement an alumni solicitation and stewardship plan.
- Assist the Development team effort with gift solicitation as part of the School’s comprehensive development program, including facilitating tasks related to direct marketing.
- Work with the Director of Communications, the Director of Advancement, and the Associate Director of Direct Marketing to design, write and edit all alumni related correspondence.
which includes: alumni newsletter publications, invitations, social media content, brochures, and the annual report.

- Regularly monitor monthly expenditures for alumni events. Work with the Associate Director of Development Operations and the Business Office to ensure the integrity and accuracy of all financial and budget-related data related to Alumni Relations.
- Provide timely reports to the Development Committee of the Board of Trustees as to the progress towards goals and deadlines.
- Maintain good relations with alumni by:
  - Promptly following up on all inquiries
  - Coordinating communications from the development office to alumni following life events such as birth, marriage, death and promotion
- Develop relationships with vendors and suppliers and act as primary staff contact.
- Attend and assist in all Departmental and Institutional events as needed.
- Other duties as assigned.

**Required Qualifications:**

- Bachelor's degree
- Alumni relations, development and/or special event production and volunteer coordination experience preferred
- Special event and volunteer management experience
- Computer proficient, with special emphasis on all MS Office software
- Knowledge of Blackbaud Raiser’s Edge software
- Strong interpersonal, organizational, communication and writing skills

**Compensation:**
Commensurate with background and experience; comprehensive benefits package

**To Apply:**
Please submit cover letter with resume and salary requirements by email, or fax to *(no telephone inquiries please)*:

Laureen Sweers, Director of Human Resources
Francis W. Parker School
330 W. Webster Avenue
Chicago, IL 60614
resumes@fwparker.org
fax: 773.549.4430

*The faculty, staff and administration of Francis W. Parker School are integral parts of the School’s community. Through their passion, dedication and commitment to the School’s mission, they create and support an environment where exceptional child-centered learning can occur.*

*Francis W. Parker School is committed to cultivating a community of dedicated students, parents, faculty and staff, trustees, administrators and alumni, who acknowledge, respect, and esteem diversity in our school; and who reflect, through their presence, the diversity of Chicago communities and the wider world. Francis W. Parker School is an equal opportunity employer.*