



Job Profile

Job Title:	Alumnae & Constituent Relations Coordinator
Department:	Advancement
Reports to:	Director of Advancement
Date:	7/20/26

Job Status:

Exempt ☐	Non-Exempt ☒
Full-time ☒	Part-time ☐

General Summary

What is the primary purpose of this position?

The Alumnae & Constituent Relations Coordinator provides administrative, program support and customer service for the Advancement Department, with a primary focus on alumnae engagement, constituent communications, alumnae events, and donor stewardship. This position serves as a welcoming point of contact for alumnae, alum parents, donors, volunteers, and community members while ensuring accurate records, timely communications, and exceptional customer service. Working closely with the Director of Advancement and Advancement team members, the person in this position coordinates alumnae programs and events, updates constituent records, assists with communications, supports alumnae volunteer activities, and provides administrative support for fundraising initiatives and donor relations. The ideal candidate is highly organized, detail-oriented, service-focused, and able to manage multiple priorities while maintaining confidentiality and professionalism. Strong administrative, database, communication, and customer service skills are essential. This is a full-time, hourly position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Alumnae Engagement Support (50%)

- Assist with coordinating alumnae programs and Career Day, reunions, networking opportunities, volunteer activities, and school traditions.
- Support the Alumnae Board by scheduling meetings, preparing materials, maintaining rosters, and coordinating communications.
- Help recruit and communicate with Class Reps and volunteers for alumnae activities and events.
- Coordinate reunion class communications and assist reunion volunteers with planning logistics.
- Coordinate registration for alumnae and Advancement events using online registration systems.
- Prepare guest lists, nametags, signage, registration materials, and event supplies.
- Process event registrations and payments in accordance with school financial procedures.
- Provide on-site event support, including guest check-in, registration, hospitality, volunteer coordination, and event wrap-up.



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- Assist with vendor communication, facility reservations, and event logistics.
- Compile attendance records and post-event reports.
- Support initiatives that encourage lifelong engagement between graduates and St. Francis Catholic High School.
- Maintain accurate alumnae and constituent records in Raiser's Edge, including contact information, employment updates, class notes, and biographical information.
- Process returned mail, address changes, obituary notices, and constituent updates.
- Maintain the alumnae and alum parent calendar of events and web pages.

Communications & Stewardship (20%)

- Prepare and distribute alumnae newsletters, email communications, invitations, and event reminders.
- Assist with updating alumnae webpages, social media content, and class notes.
- Coordinate donor thank-you letters, stewardship mailings, birthday cards, sympathy acknowledgments, and recognition efforts.
- Support production of alumnae content for website and school publications.
- Proofread communications and assist with mailing projects.

Administrative & Customer Service Support (30%)

- Provide exceptional customer service for alumnae, donors, volunteers, parents, and community members via phone, email, mail, and in-person interactions.
- Respond to routine inquiries and direct requests to appropriate Advancement staff.
- Assist with data entry, report preparation, mailing lists, acknowledgments, and correspondence.
- Maintain department files, calendars, procedures, and administrative records.
- Order supplies and coordinate routine office needs for alumnae programs.
- Provide administrative support for Advancement fundraising activities and special events. Onsite support is required for key advancement fundraising and stewardship.
- Assist with donor acknowledgment and gift processing as assigned.
- Attend Advancement Department meetings and training sessions.
- Perform other duties as assigned to support Advancement initiatives.
- Successfully foster and support an inclusive educational environment.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's degree or associate degree preferred; equivalent education and experience considered.

Job experience:

- Minimum of three years of administrative, customer service, or office support experience.
- Experience in nonprofit, education, advancement, or event support preferred.

Technical/Functional skills:

- Strong interpersonal and customer service skills with a friendly, professional demeanor.
- Excellent written and verbal communication skills.
- Strong organizational skills with exceptional attention to detail.
- Ability to manage multiple projects and meet deadlines.



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- Proficiency in Microsoft Office (Word, Excel, Outlook) and database systems; experience with Raiser's Edge preferred.
- Experience with online registration platforms and email marketing systems is desirable.
- Ability to maintain confidentiality and exercise sound judgment.
- Commitment to the mission and values of St. Francis Catholic High School.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.

Other Requirements:

Other duties may be required as needed. Occasional evenings and weekends are required.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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