



St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

Telephone 317-582-0120
Fax 317-219-0582
guerincatholic.org

Director of Alumni Relations

St. Theodore Guerin High School, located in Noblesville, Indiana, is searching for a Director of Alumni Relations. The Director of Alumni Relations is responsible for managing all aspects of the school's engagement with its alumni, including: building relationships with GCHS alumni, developing an alumni engagement strategy, managing departmental budget, developing and managing alumni communications efforts, developing an alumni event calendar and planning for and coordinating those events, participating in the work of the Alumni Council, assisting the Advancement Team in solicitation of alumni, and working with current students to form lasting relationships. This full-time position reports directly to the President.

Essential Duties and Responsibilities

Building relationships with GCHS alumni

- Building relationships with GCHS alumni and inviting them to participate in the life of the school

Developing an alumni engagement strategy

- Coinciding with the overall school strategic plan, create an alumni relations strategy

Managing departmental budget

- In consultation with the President, create and oversee the annual Alumni Relations budget

Developing and managing alumni communications efforts

- Assist in developing an alumni communications strategy
- Help determine best communication platform(s) and directory solution for alumni
- Create and provide content for a quarterly e-newsletter
- Provide alumni content for *Impact Magazine*
- Manage alumni content on website and social media

Developing an alumni event calendar and planning for and coordinating those events

- Plan and execute onsite events such as Homecoming, Alumni Breakfast, and Class Reunions
- Plan and execute offsite events such as college campus visits and alumni family events
- Create new events exclusively for alumni

Participating in the work of the Alumni Council

- Serving as the staff representative on the Alumni Council and assist the Chair of the Council as needed
- Act as liaison between Alumni Council and Operations Team

Assisting the Advancement Team in solicitation of alumni

- Promoting and encouraging participation in fundraising events such as Providence Fund Kick-off Dinner, Guerin Gala, Day of Giving, Golden Eagle Club Golf Outing, and purchase of alumni bricks

Working with current students to develop relationships that will carry on beyond their time at GCHS

- Sit in on Student Council meetings
- Explore opportunities to address small groups of students

Qualifications of candidate

- Is committed to Catholic education and the mission, vision and core values of Guerin Catholic
- Holds a Bachelor's degree in related field or has relevant experience
- Demonstrates the ability to think strategically and be an effective planner and problem solver
- Is well-organized, friendly and approachable
- Is self-motivated and able to handle several projects at one time
- Demonstrates excellent communication skills, both oral and written
- Is able to work nights and weekends when the schedule demands
- Note: Preference will be given to St. Theodore Guerin alumni applicants

Interested candidates please send resume and cover letter to apply@guerincatholic.org

Resumes will be accepted through June 14, 2024.

St. Theodore Guerin High School is an Equal Opportunity Employer.