Montclair Kimberley Academy
Development Office
Job Description
Position: Associate Director of Alumni Relations

In collaboration with the Director of Alumni Relations, the Associate Director of Alumni Relations is responsible for cultivating the interest and support of the approximately 6,000 alumni of Montclair Kimberley Academy – to include all elements of alumni fundraising. The individual works with, and reports to, the Director of Alumni Relations and is responsible for helping to meet alumni fundraising goals and benchmarks. Alumni relations and giving is a year-round activity at MKA; therefore, the position is full-time, extending beyond the academic year – with appropriate vacation periods – as outlined in the personnel policies handbook.

Reports to: Director of Alumni Relations

In collaboration with the Director of Alumni Relations, the position is responsible for the development, oversight and implementation of an Alumni Relations Program that seeks to meaningfully engage alumni in a manner that will cultivate and foster philanthropic support:

- The Associate Director of Alumni Relations is a frontline fundraising officer for alumni giving and, as such, collaborates with the Director of Alumni Relations and the Director of Annual Gift Programs to identify, cultivate, solicit and steward alumni donors;

- The position will manage a portfolio of current and prospective alumni donors, focusing on young alumni up to 25 years out, and will be responsible for 8 to 10 face-to-face visits per month;

- In collaboration with the Director of Annual Gift Programs, the position will be responsible for annual giving appeal segmentation and correspondence, as appropriate;

- Working with the Director of Alumni Relations, the Associate Director will manage Reunion Chairs and Committees and communicate regularly with a roster of alumni volunteers who will be responsible for promoting MKA events and fundraising appeals among their peers;

- In collaboration with the Director of Development, the Associate Director of Alumni Relations will serve as the liaison to the Montclair Kimberley Academy Future Forward Committee, maintaining an active calendar of events and meetings, managing the agendas, preparing materials and circulating minutes;

- Working with the Director of Alumni Relations and the Alumni Relations Assistant, the Associate Director plans, implements and promotes events, including but not limited to the following:

    - MKA Day
    - Career Day
    - Senior Breakfast

    - Athletic Hall of Fame
    - Reunions and Homecoming
    - Alumni Networking Series
    - Alumni Athletic Events
    - Headmaster's Golf Outing

- Additionally, in collaboration with the Alumni Relations Assistant, the Associate Director of Alumni Relations will oversee invitations and event logistics including timelines, budgets, contracts and venues;

- The position is responsible for the timeliness and accuracy of the Alumni Relations social media platforms including LinkedIn, Facebook, Twitter, Evertrue and the sections of the MKA website that pertain to alumni;

- Working with the Director of Annual Gift Programs and the Director of Alumni Affairs, the position will develop a plan to educate graduating seniors about alumni benefits and engage them in programs to support MKA;

- The Associate Director will provide copy and content for *The Cougar Chronicles* and the *Review*;

- …and other duties as assigned.

Qualifications:

- A minimum of four years of experience in alumni relations, external affairs or development with demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership;
- Comfort with and enthusiasm for soliciting gifts;
- Experience and/or interest in primary and secondary education;
- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the Academy, alumni, other constituents and the public;
- The demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers;
- Demonstrably strong writing, planning and organizational skills;
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional 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;
- Extensive experience with File Maker, Raisers' Edge or a similar constituent database;
- Ability to travel and work evenings and weekends as needed; and
- Bachelor's degree.

If interested, please contact Geoff Branigan, Director of Development, at gbranigan@mka.org or 973.509.7940