

Montclair Kimberley Academy Development Department

Job Description: Manager of Alumni Engagement

Last Updated: April 2021

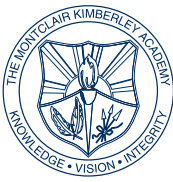
JOB SUMMARY:

The Manager of Alumni Engagement is responsible for cultivating the interest, engagement, volunteerism, and philanthropic support of the approximately 6,000 active alumni of Montclair Kimberley Academy by supporting the development and implementation of an alumni program that encourages alumni participation in the life of the school. This is a 12-month exempt position with appropriate vacation periods, as outlined in the personnel policies handbook.

REPORTS TO: Director of Alumni Engagement

RESPONSIBILITIES INCLUDE:

- Support the strategic planning, implementation, and evaluation of all alumni engagement programs.
- Be a contributing member of the Development Office, with specific responsibilities of: Overseeing community management on all of our alumni social channels (including the development and curation of all content), managing all aspects of our Networking/Mentorship program, spearhead the strategic plan for, and manage the productivity of, SARC (Student Alumni Relations Committee), record all data entries into Razors Edge and other systems as needed, pull lists as required for marketing campaigns, oversee all event logistics for the department, managing the alumni department's website updates, calendar, and mailings.
- Initiate contact with prospective alumni donors through face to face engagement or Zoom meetings (specifically younger alumni that have graduated within the past 15 years).
- Work with the Director of Alumni Engagement to develop metrics to evaluate program and measure progress toward the Department's goals.
- In collaboration with the Communications and Marketing Department and the Director of Alumni Engagement, develop a comprehensive young alumni engagement communications plan within the school's integrated communications and marketing strategy.
- Serve as a liaison to the Alumni Council, helping drive the Council's agenda, and getting them what they need so they can support the school's mission, and build alumni affinity to MKA.
- Serve as an ambassador of the MKA Alumni Association to the internal community by collaborating with faculty and administration to create and maintain pathways for young alumni participation that advance the goals of the school.



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- Work with the Director of Annual Giving to develop and implement a plan to educate MKA students about alumni benefits and services that will be available to them as alumni and engage them now in programs to support MKA.
- Support the Director of Alumni Engagement in the recruitment, cultivation, and management of all alumni volunteers (specifically younger alumni).
- In collaboration with the Director of Advancement Services, ensure accurate and complete alumni database records, including contact, biographical and career information of alumni via correspondence, website, postal returns, LinkedIn, Facebook, event attendance, etc.
- Anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to travel and work occasional evenings and weekends.
- Assume other duties as assigned.

To apply please send a resume and cover letter to Gretchen Berra, Director of Alumni Engagement:
gberra@mka.org