



REGINA DOMINICAN

Director of Alumnae & Special Events

Summary:

The Director of Alumnae and Special Events is a vital member of the Advancement Office, overseeing Regina Dominican's development events while collaborating with staff, volunteers, and the school community to build and strengthen relationships with alumnae and parents. Work closely with the Senior Director of Advancement on the Regina Fund Annual Appeals and giving days. We work in a fast-paced environment where there is never a dull day.

Responsibilities:

- Oversee planning and execution of events, including the Annual Booster Club Golf Outing, Student Raffle, Reunion, Veritas Mass, Remembrance Mass, Friends of Regina Christmas Luncheon, Celtic Christmas Concert, Parent Network Christmas Party, Trivia Night, Black & White Gala, Alumnae Induction, and Graduation reception.
- Work with the Senior Director of Advancement on the execution of the annual fund program, including goal-setting for and implementation of parent and alumnae fundraising.
- Develop, oversee, and act as the liaison for the Parent Network. Help with the recruiting and engagement of parents to actively participate in school events and activities; manage and support parent volunteers to foster a strong sense of community and collaboration within Regina Dominican.
- Responsible for planning alumnae reunions, including coordinating with venues, managing logistics, recruiting, and working closely with class committees to ensure successful events.
- Enhance the Alumnae Class Agent Program and serve as the principal staff liaison.
- Oversee monthly alumnae board meetings and act as the school liaison with the different board committees. Responsible for recruiting new alumnae board members.
- Create and implement plans to increase the percentage of alumnae giving to RDHS. This should include plans to increase alumnae participation in the annual dinner auction and booster club golf outing and cultivate and steward individual alumnae to support Regina Dominican's mission.
- Serve as the RDHS alumnae online community director, in collaboration with

marketing and communications, to direct, plan, and execute web communications targeted to RDHS alumnae.

- Market and promote special events and Regina Dominican news to alumnae, current parents, and the greater community through the Alumnae Newsletter, event emails, and Panther Parent.
- Oversee the operation of the school spirit store, including designing apparel with our vendor, managing inventory and orders, maintaining the online store, and coordinating volunteers to assist with store operations and sales.

Requirements:

- Bachelor's Degree Preferred
- Two Plus Years' Experience in a related field
- High energy; efficient and adaptable; able to work effectively on multiple projects simultaneously; works comfortably in a constantly changing environment.
- Attentive to detail accuracy
- Able to work flexible hours, including evenings and weekends
- Demonstrated expertise in Microsoft Office, Excel, Google Suite, and database management
- Strong time management skills; able to prioritize multiple projects and meet deadlines in a time-sensitive environment
- Well-developed organizational and intrapersonal skills; works effectively with people of widely varying styles and interests

Salary: \$55,000

Vacation and Sick Leave:

- Ten days of paid vacation annually
- Twelve paid sick days per year
- In addition to those days, we offer a reduced summer schedule and time off for the holidays and spring break

Benefits include:

- Medical/Dental/Vision
- Short Term Disability
- Long Term Disability
- Life Insurance
- Retirement Plan/Pension
- Tax Deferred Savings (403B)