



Director of Alumni Engagement

San Domenico School
San Anselmo, California

San Domenico is an independent, college preparatory, co-educational, K-12 day and boarding school in the San Francisco Bay Area. Founded in 1850 as the first independent school in California, the School enrolls 680 students from Marin, the Bay Area and 23 countries. The School is located in San Anselmo on a 515-acre campus in central Marin County, 18 miles north of San Francisco. The School has a long-standing reputation for the excellence of its academic program and its core values of study, reflection, community and service. San Domenico prepares young people for lives of purpose and global citizenship.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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Director of Alumni Engagement

San Domenico School seeks an innovative, strategic and self-motivated Director of Alumni Engagement. The Director is the extension of San Domenico School into the alumni community. The Director is responsible for the strategy, planning, and implementation of engagement strategies and programs that increase alumni connection and support of SD.

The Director is responsible for developing, implementing, and managing a digital, print and in person alumni engagement strategy to strengthen relationships between San Domenico and more than 4,000 alumni within the United States and around the globe. Appropriate cultivation of alumni will be of great importance with a special emphasis on developing a reinvigorated Alumni Council, creating and supporting alumni affinity groups, building effective relationships, designing alumni programming, Alumni Reunion Weekend, local and regional alumni gatherings. This position will oversee and manage digital and print communications and social media as pillars for a contemporary alumni engagement strategy. The Director of Alumni Engagement serves as an integral member of the Advancement team. He/she/they will work collaboratively with the Head of School, the Advancement team, the Marketing & Communications team, the Alumni Council, and key volunteers to develop and execute programs of a local, regional, national and international interest to the School's 4000 alumni.



Responsibilities

- Creates content for and implements the Advancement Department's social media strategy for alumni across several platforms
- Serves as content creator and lead writer for Advancement Office contributions to School Ties Magazine and related communications
- Designs and executes a quarterly alumni newsletter, including writing alumni profiles, curating relevant content about programs, projects, etc
- Implements regular communication with San Domenico alumni that includes direct contact, multi-platform social media, email, and alumni web pages
- Gathers cross-organizational data and input to design and deliver a marketing strategy for alumni, including email and digital communications and campaigns
- Manages alumni database and record keeping for alumni cultivation, networking and programming



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Responsibilities (continued)

- Identifies target cities with high concentration of alumni and organize and implement regional gatherings
- Cultivates partnerships with SD colleagues (including Office of Admissions, College Counseling, and Athletics Department) to build and advance alumni relationships
- Develops, implements and oversees contemporary model for Alumni Leadership Council
- Works closely with Director of Advancement and Leadership Giving Manager to identify major alumni donor prospects, create and manage relationships and donor stewardship portfolio
- Collaborates with Director of Annual Giving to cultivate a philanthropic culture among San Domenico alumni
- Supports diverse programming for alumni including overseeing and supporting the creation of affinity groups
- Conducts periodic surveys on alumni outcomes
- Manages alumni events and Alumni Reunion Weekend with support from the Advancement team
- Enlists, motivates and trains a corp of volunteers committed to successful alumni programming.
- Other duties as assigned by the Director of Advancement



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Qualifications

- Strong leadership and interpersonal skills, allowing them to work effectively with colleagues and constituents, solve problems and represent San Domenico to alumni
- An innovative and entrepreneurial spirit
- A bachelor's degree or higher
- Alignment with and ability to articulate the mission and values of San Domenico School
- Demonstrated excellent written and verbal skills
- At least 3 years prior experience in marketing or communications in a professional environment
- A strong understanding of the uses and basic mechanics of electronic media
- Ability to take initiative, think outside the box and work independently
- Ability to multitask, meet deadlines and manage many different projects at once
- Ability to interact with alumni donors and steward them effectively
- Familiarity with databases, such as Raiser's Edge and Blackbaud, a plus
- Ability to work occasional nights and weekends as needed
- Trust, accountability, discretion, honesty, and teamwork
- Relevant experience in an independent school or college setting is preferred



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Compensation

Salary commensurate with experience, plus an excellent benefits package including:

Paid sick/personal/vacation time, medical/dental/vision/life/LTD plans, 403b retirement plan with employer match and daily lunch.

Interested Persons Contact

Jonathan K. Ball
Managing Associate
Carney, Sandoe & Associates
617-933-3450 (dir)

jball@carneysandoe.com

All inquiries and nominations are kept confidential.

San Domenico School is an Equal Opportunity Employer and values diversity.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sex, sexual orientation, gender, gender identity or expression, genetic information, age, disability, medical condition, religion, veteran status, marital status or any other classification protected by applicable local, state or federal laws.



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