



CHOATE  
ROSEMARY HALL

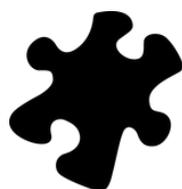
## DIRECTOR OF ALUMNI ENGAGEMENT

Start Date: Immediate

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Choate Rosemary Hall

Wallingford, Connecticut | [choate.edu](http://choate.edu)



Carney  
Sandoe  
& ASSOCIATES

# MISSION STATEMENT

Two interwoven priorities define the Choate experience:

1. A rigorous academic curriculum
2. An emphasis on the formation of character in a residential setting that allows for teachers and students to live with, and learn from, each other in important ways.

[View the full Mission Statement here.](#)

## At a Glance

 **1890**  
established

 **859**  
total enrollment

 **40%**  
students of color

 **140**  
total faculty

 **7:1**  
student-faculty ratio

 **458**  
campus size



# OVERVIEW

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One of the nation's preeminent boarding schools, Choate Rosemary Hall is distinguished by its extraordinary academic depth, vibrant residential life, and an unwavering commitment to educating the whole student. Set on a beautiful 458-acre campus in Wallingford, Connecticut, the School blends intellectual ambition with a profound sense of community, cultivating students who are at once curious, courageous, and compassionate. With a global outlook, a talented and dedicated faculty, and a student body drawn from across the country and around the world, Choate stands at the intersection of tradition and innovation—steadfast in its mission while continually evolving to meet the promise of the future.

Choate Rosemary Hall traces its origins to 1890 and is shaped by the enduring legacies of Rosemary Hall and The Choate School. Today's school community guided by a shared commitment to academic excellence, character, and leadership in service to others. For more than a century, Choate Rosemary Hall has been recognized as one of the preeminent independent boarding schools in the United States and around the world. Today, Choate is defined by a spirit of innovation, a commitment to mission-driven priorities, and an intentional, deliberate approach to supporting today's students. Choate's advancement program stands among the most successful in independent education, fueled by an exceptionally engaged alumni community and a deep, enduring culture of philanthropic commitment.

Now, Choate seeks an experienced, mission-aligned alumni relations professional to serve as the Advancement Office's Director of Alumni Engagement. Reporting to the Director of Advancement, the Director of Alumni Engagement is a senior leader responsible for creating and executing a strategic constituent engagement program that fosters and sustains long-term connections. The role leads efforts to strengthen alumni affinity through volunteer opportunities, programs, and events that cultivate meaningful connections and build philanthropic support. The position requires effectiveness at both strategic and operational levels. The position will collaborate at all levels within Advancement to ensure alignment with all alumni engagement programs, activities, and strategies. Compelling candidates will bring significant alumni relations experience and the soft skills essential for successful partnership in a high-paced, convivial work environment.



# JOB RESPONSIBILITIES

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- Develop and execute a comprehensive alumni engagement strategy aligned with Choate's mission, strategic plan, and advancement goals.
- Establish measurable goals and key performance indicators for engagement, including event attendance, volunteerism, and annual fund participation.
- Collaborate across Advancement—including Annual Giving, Major Gifts, Stewardship, Communications, and Advancement Services—to align engagement strategies with fundraising and stewardship objectives.
- Supervise the Alumni Engagement team, providing mentorship, goal setting, performance evaluation, and professional development.
- Design and lead a volunteer strategy that positions alumni as informed ambassadors and advocates for the school's priorities.
- Provide oversight and strategic direction for the Alumni Association Executive Committee.
- Develop and oversee the annual engagement calendar, ensuring meaningful programming for signature events including Reunion Weekend.
- Travel to lead events, meet with constituents, and represent the school within the alumni community.
- Leverage data and Advancement systems to inform strategy, track performance, and support data-driven decision-making.
- Partner with Advancement Communications to ensure alumni messaging is coordinated, timely, and aligned with institutional priorities.
- Other duties as assigned.



# QUALIFICATIONS & PERSONAL ATTRIBUTES



- A bachelor's degree is required; a master's preferred.
- Minimum of 5-7 years of progressive alumni relations experience in independent schools or higher education.
- Demonstrated commitment to mission-driven work and advancing institutional values through relationship-centered engagement.
- Strategic leadership with the ability to set vision, priorities, and measurable goals.
- Strong relationship-building skills across diverse constituencies and internal partners.
- Collaborative approach and ability to work effectively across Advancement and the broader School community.
- Proven management skills, including coaching, performance evaluation, and team development.
- Excellent written and verbal communication skills with sound judgment and discretion.
- Data-informed decision-making and proficiency with CRM systems and engagement metrics.
- Strong organizational skills with the ability to manage multiple priorities and complex projects.
- Commitment to inclusive engagement practices that foster a welcoming, connected community.
- Interest in playing an active, engaged role in the life of a vibrant boarding school.
- A joyous spirit and a fine sense of humor.



**\$16.5M**  
financial aid  
awarded



**35%**  
students receiving  
aid



**\$76M**  
annual operating  
budget



**\$569M**  
endowment



**\$14.2M**  
alumni giving (2025)

# LEARN MORE

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- [School Website](#)
- [School History](#)
- [Diversity, Equity, and Inclusion](#)
- [Strategic Plan](#)
- [School Profile](#)
- [About Wallingford, Connecticut](#)





# TO APPLY

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

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**SARA SHULMAN**

Practice Leader – Development and  
Finance/Senior Consultant  
[sara.shulman@carneysandoe.com](mailto:sara.shulman@carneysandoe.com)



**Carney  
Sandoe**  
& ASSOCIATES