



STAFF JOB DESCRIPTION

Position/Title: Alumnae Coordinator
Reports To: Director of Alumnae

Laurel School is seeking talented staff who want to join an environment where our students are first and staff strive to make a difference in their lives. We seek to attract culturally and academically diverse staff who thrive on being engaged participants in our academic community. The most successful candidates see opportunities before problems and can laugh at themselves while succeeding in a fast-paced, forward-thinking educational environment. Laurel lives its mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

Position Summary:

The Alumnae Coordinator is a member of the Development Office and reports directly to the Director of Alumnae.

Duties and responsibilities include:

- Work closely with the Director of Alumnae and the President of the Alumnae Association.
- Establish a relationship with the Alumnae Board: attend meetings, handle room reservations, and other logistics.
- Staff select committees (i.e., Student Outreach, Young Alumnae), manage volunteers and implement activities and programming as developed by the committees.
- Help plan, coordinate and oversee, with the Director of Alumnae and the Alumnae Board and its committees, signature and special events for alumnae, such as, but not limited to the Holiday Luncheon, Sarah Lyman Day of Community Service, regional events, local events and Alumnae Weekend.
- Cultivate, build and maintain relationships with alumnae, especially young alumnae.
- Work with the Alumnae Weekend committee to develop a theme for the overall weekend and programming for Association-sponsored events.
- Recruit class reunion planners to organize social activities, manage the volunteers, make all room reservations, promote the events, and coordinate the mailing of the invitations, take and maintain all RSVPs.
- Execute the plan for Alumnae weekend; staff events.
- Generate content for the alumnae relations section of the school's website and coordinate uploading that content with the webmaster (i.e., monthly Alumnae Spotlight, Alumnae Weekend Invite and online registration content).
- Handle all online registrations for all alumnae events.
- Help grow Laurel's social media presence with alumnae.
- Generate ideas for alumnae posts for Facebook and other social media accounts targeted to and for alumnae.
- Recruit and manage class news' agents; compile and edit class news for the school's magazine. Write *In Memoriam*.
- Maintain hard copy files for alumnae; update Raisers Edge database records for alumnae; generate reports.
- Handle general correspondence and condolence letters.
- Coordinate alumnae mailings.
- Other duties as assigned.

Required Qualifications:

A bachelor's degree and a minimum of two years working experience is required, preferably in alumnae relations or other nonprofit. Additional qualities should include:

- Familiarity with independent schools
- Excellent organizational skills with ability to multi-task and prioritize work
- Intermediate to proficient level in Microsoft Office, including PowerPoint and Excel
- Excellent interpersonal, communication and listening skills
- Commitment to and ability to execute superior customer service
- Accuracy, attention to detail and ability to follow through
- Ability to work independently and as part of a team
- Availability for evening and weekend meetings and events

Salary

Laurel offers competitive compensation and a comprehensive benefits package.

To Apply

Interested candidates are encouraged to review Laurel's curricular philosophy at www.laurelschool.org. To apply for the position, please send the following to the address below:

- Cover letter reflecting why Laurel may be the best community for you and/or information on how you could further the goal of a culturally or academically diverse environment
- Current resume
- Completed application (see website)

No Phone Inquiries Please

Alumnae Coordinator
Attn: HR, Miriah Seckel
Laurel School
One Lyman Circle
Shaker Heights, OH 44122

Please see www.laurelschool.org for further information and a job application.

Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.

Work Environment:

Laurel School is a dynamic, forward-thinking, K-12 girls' school, with a co-ed pre-primary division where every child is well known.

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.