



## Columbus School for Girls

### **Assistant Director of Constituency Engagement**

Columbus School for Girls (CSG) is an independent day school in Columbus, Ohio, founded in 1898, serving diverse students in grades pre-k through grade 12. CSG empowers girls to discover their distinct potential as learners and leaders. As a leader in the education of girls and young women, it is a vibrant community of more than 565 students, 135 faculty and staff, and 2,500 active alumnae.

Columbus School for Girls seeks to hire an energetic and creative full-time **Assistant Director of Constituency Engagement**. The Assistant Director of Constituency Engagement reports to the Chief Development Officer and is responsible for managing CSG's engagement of key constituencies: alumnae, parents, grandparents, students, faculty and staff, and friends. Responsible for initiating and building the preliminary relationships with constituents, they will develop the strategy and implement the plan that will provide a thoughtful, personal and consistent, early relationship. This position establishes the foundation for donor relations with CSG and will set annual development goals on community relations, donor engagement and recruitment initiatives. They will leverage existing resources within CSG and the Development Office to "open the door" to a new relationship with CSG. This could include career or affinity groups for current students and alumnae, mix and mingle events for new and current parents, nationwide alumnae networking events, and campus-based community focused events. The Assistant Director of Engagement will work closely with the Associate Director of Development to ensure constituent engagement supports annual fundraising strategies for an overall strategic approach to expanding and deepening relationships with CSG. This position will also manage the online and direct mail fundraising program at CSG.

#### **Major Functions and Responsibilities:**

- Develop a comprehensive community relations program to identify, cultivate, engage and deepen a constituent's relationship with CSG to support overall goals of the Development Office and Chief Development Officer
- Identify and reconnect unengaged alumnae, past parents/grandparents, former faculty and staff with CSG
- Establish and implement a student philanthropy program for students
- Serve as school liaison to CSG's Parent's Association by attending monthly meetings and providing support as needed
- Serve as school liaison to CSG's Alumnae Board by attending monthly Alumnae Board meetings and providing support as needed
- Plan and oversee engagement-based communication, including the creation of an annual calendar of outreach and events



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- Partner with Development and Marketing teams to establish online portal of the Alumnae Directory
- Manage alumnae, parents and past parents' inquiries
- Manage the smooth flow of information between constituent groups and development
- Manage development based online giving and direct mail program
- Coordinate various parent, alumnae, and student related relationship building events
- Gather class notes, stories of impact, student profiles and other news items for the school's magazine *Forte et Gratum*
- Record and track all activities and actions in database
- Minimal travel required
- Perform other duties as necessitated

### **Experience, Characteristics, Qualities:**

- Bachelor's Degree with a minimum of 5 years of professional experience developing and directing constituent relations programs
- Ability to establish goals and action plans and to work effectively and collaboratively as part of a team to achieve goals
- Experience managing and/or working with volunteers
- Demonstrated skills in the logistical planning of small-and large-scale events
- Exceptional verbal and written communications skills
- Demonstrated talent for recruiting, managing and inspiring volunteers
- Ability to engage, connect, effectively communicate and collaborate with constituents of all ages and walks of life.
- Self-motivated with a strong work ethic
- Outgoing, positive, approachable and friendly demeanor
- Confidence to network and work a room of small or large audiences
- Skilled in a perceptiveness with a high degree of emotional intelligence
- High level of integrity, initiative, and resourcefulness
- Proficiency in social media management, particularly Facebook, LinkedIn and Instagram
- Competence in Microsoft Office, Google Suite and Adobe

### **Preferred Skills:**

- Senior Systems or CRM database experience



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- Social media platforms
- Working knowledge of Adobe InDesign
- Connection to CSG a plus

CSG offers a competitive salary, benefits, and professional opportunities and welcomes candidates who add to the racial, cultural, religious, and gender diversity of the school community.

Interested candidates should submit a cover letter outlining their interest in and qualifications for this specific position and a resume in a single Word document to: Diane Mosher, Hiring Coordinator, Columbus School for Girls, 65 S. Drexel Ave., Columbus, Ohio 43209; fax: (614) 252-0571; or email [hr@columbuschoolforgirls.org](mailto:hr@columbuschoolforgirls.org).

Please put **Assistant Director of Constituency Engagement** in the subject line.

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