



Position Opening: Director of Alumni Relations and Special Events

Type: Full-time staff

Application Deadline: Open until Filled

Start Date: Immediately

Maumee Valley Country Day School is seeking a highly organized, level headed individual with exceptional communication and time management skills to fill the Director of Alumni Relations and Special Events position. This role is responsible for implementing and assessing strategies for alumni, parents, and other constituency involvement, reconnection, engagement, and philanthropic support. The Director is also responsible for organization, coordination, and direction of all special events for all constituencies and works particularly closely with the admission and development functions to serve and support their needs.

This position reports to the Director of Advancement and collaborates closely with the advancement team, alumni, current and past families, maintenance, and many other constituencies within our community. As a full-time employee, the position offers all benefits afforded to full time employees, including, but not limited to, a rich benefits package, generous retirement package, paid time off that includes vacation, sick, and personal time, paid life insurance, and tuition remission for dependents.

### **Key Responsibilities and Duties:**

#### **Alumni**

- Responsible for the planning and implementation of programs and projects that engage alumni and alumni parents
- Meets yearly performance goals relating to alumni and alumni parents
- Cultivates an active and supportive relationship with the alumni of the school by assertively building relationships locally and regionally, discovering values and potential interests, encouraging active participation in local and regional events, and communicating regularly with our alumni
- In partnership with other members of the advancement team and the Head of School, identifies, profiles, and cultivates relationships with individuals from these constituent groups who have the potential to be major donors to the school and provides briefing reports to Head of School and Director of Advancement to facilitate those relationships
- Creates regular communication opportunities for all Alumni via direct contact, social media, texting, e-mail blasts, alumni Web pages, and print publications
- Serves as support and liaison for the Alumni Council and the Alumni Connection Network (Graduway); identifies and recruits professional and volunteer leadership; works with the Alumni Council president to meet the yearly goals of the Alumni Council

- Plans and organizes local and regional events for alumni and alumni parents including Alumni Weekend and regional alumni gatherings, among others
- In association with the Admission Office, identifies and assists with legacy admission and retention and organizes events for legacy families
- In association with the College Counseling office, creates and implements a comprehensive Young Alumni program; educates graduating students and families about alumni benefits and engages them in programs
- In association with the database manager, ensures that the constituency database records are accurate and complete; captures contact and biographical data as well as educational experience and career information via surveys, correspondence, website, postal returns, etc.; works closely with advancement team and other members of advancement to ensure accuracy
- Works in collaboration with the Director Annual Giving to ensure yearly annual fund goals are met with alumni and alumni parents
- Secures commitments from Alumni to provide professional expertise and volunteer service; collaborates with colleagues in the administrative offices to create and maintain pathways for constituency participation in the life of the school

### **Advancement Special Events**

- Serves as lead for advancement events and activities
  - Organizes, coordinates, and supports special events including recognition events, Reunion Weekend, special celebrations, alumni receptions, and donor cultivation events ●
- For all events
- Prepares a schedule (Run of Show)
  - Develops and maintains a timeline and budget
  - Creates invitations, graphics, and other marketing materials in collaboration with the marketing team
- Proactively designs and executes strategies for obtaining sponsorships and program ads for select events

### **Background check:**

All Maumee Valley employees and volunteers must agree to a comprehensive background check and confidentiality agreement.

### **Equal Employment Opportunity**

We are dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race, color, religion, sex, national origin, age, ability, sexual orientation, gender identity or expression, military status, or veteran status, ancestry, or citizenship, in accordance with applicable laws. In addition, we comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits and training. We value a diverse workforce.

Any employee who believes they have been discriminated against may discuss this with their supervisor or the Head of School.

### **HOW TO APPLY:**

1. Complete this 8-10 minute survey: <https://go.apply.ci/s/E2UrzEp33W>

2. Email your documents in PDF format to [hr@mvcds.org](mailto:hr@mvcds.org).

a. Documents needed:

- i. [MVCDS Application](#)
- ii. cover letter, resume
- iii. three written professional letters of reference
- iv. copy of college transcripts.

b. Please use the title of the position in the subject line of your email.

### **About MVCDS**

At Maumee Valley Country Day School, children dream, explore, and cultivate their passions and strengths. Our faculty and staff do the same. We are more than a school and more than a group of people—we are a community of lifelong learners who inspire joy. As the only PK-12 independent school in northwest Ohio, we support an accomplished and diverse student body within a progressive academic program.

A Maumee Valley education is Personal, Experiential, and Global—it is a journey of discovery and of action that defines each child’s learning experience. Through an intentionally crafted curriculum including active lessons as well as serendipitous explorations, a Maumee Valley education launches children toward the investigation of the world and helps them find their place in it. With our students at the center of our decision-making, we aspire to seek understanding, grow in our compassion and empathy, and adapt to the ever-changing world our students will one day lead. Maumee Valley is grounded in our [Mission](#), [Vision](#), [Portrait of an MV Educator](#), [Portrait of an MV Graduate](#), and commitment to [Diversity, Equity, and Inclusion](#).

**We believe in collaboration, innovation, and the power of community.**