



THE SEVEN HILLS SCHOOL DIRECTOR OF ALUMNI ENGAGEMENT

7hills.org

OVERVIEW

The Seven Hills School is an independent, coeducational school located in Cincinnati, Ohio, enrolling students from pre-kindergarten through 12th grade. Well known for its rigorous academic curriculum, commitment to personal and social-emotional development, and nurturing of creativity, critical thinking, and global awareness, the school has roots beginning in 1906. Seven Hills was founded in 1974, the product of three schools merging: The College Preparatory School for Girls (CPS founded in 1906), the Clifton Open-Air School (1916), and the Hillsdale School (1928).

Seven Hills currently sits on two beautiful campuses: Hillsdale – which houses students pre-k–12, including the Lotspeich Lower School – and Doherty, which serves students from pre-k through 5th grade. Over the course of the next year and a half, the school will be unifying its campuses and lower school programs, building a new state-of-the-art lower school facility on the Hillsdale Campus. In fall 2027, all students, faculty, and staff will be on the Hillsdale Campus.

POSITION DESCRIPTION

The Seven Hills School seeks a Director of Alumni Engagement to join the development team. The Director will report to the Director of Development and will be responsible for developing and executing a strategic plan to deepen the connection between alumni and the school. The Director will work to engage alumni through strategic events, regular communications, and meetings. Through deepened engagement, the Director will also build a culture of philanthropy among alumni in the community.

The ideal candidate is connected to the Seven Hills School as an alumna/alumnus or parent. This person should bring high energy and strategy to the role, understanding the importance of building a strong alumni community.

RESPONSIBILITIES

- Develop and execute regular in-person and virtual events to foster alumni engagement.
- Meet regularly with alumni to build connections and deepen relationships.
- Engage a new generation of alumni through various forms of outreach.



SEVEN HILLS AT A GLANCE

Established: 1974, as the merger of three existing institutions dating back to 1906

Total Enrollment: 1,010

Students of Color: 42%

Total Alumni: 3,200

Endowment: \$50.4 million

Student-to-Teacher Ratio: 9:1

Average Class Size: 15

- Establish relationships with current students, particularly upper schoolers, that will continue as they become alumni.
- Prepare and execute an annual communications plan, including timing, messaging, medium, and target audiences.
- Using insights gained through regular contact with the alumni base, thoughtfully develop relevant content designed to resonate and connect.
- Write engaging short- and long-form articles and other content for magazines, website content, event promotions, social media, etc., about members of the alumni community.
- Manage the alumni social media pages on Instagram, Facebook, and the Alumni LinkedIn group.
- Develop and cultivate a community of loyal and active volunteers, both informally and through formal organizations such as the Alumni Board.
- Work with the Annual Giving Director and class representatives to coordinate the solicitation of annual gifts and reunion-giving.

CANDIDATE REQUIREMENTS

- A minimum of a bachelor's degree.
- Three to five years of experience in a Development, Advancement, or Admissions Office of an independent school or at the university level. However, experience in a high-performing marketing or events management environment, or a related high-energy field where the candidate can demonstrate a successful track record, may be substituted.
- Three to five years of experience in positions managing multiple simultaneous projects, meeting goals, deadlines, and budgets.
- Availability to attend evening, weekend, and out-of-town events and meetings.

PREFERRED QUALIFICATIONS

- Experience in planning and organizing events.
- Experience in writing compelling content for external audiences.
- Experience in Canva and Adobe InDesign.
- Familiarity with databases like Blackbaud and Veracross.
- Experience with using or managing social media in a professional capacity.
- Experience with email platforms like Constant Contact.

SUCCESSFUL CANDIDATES WILL:

- Possess an outgoing, approachable, and welcoming personality with a genuine interest in and desire to get to know people.
- Demonstrate superb oral and written communication skills.
- Demonstrate excellent listening and thinking skills.
- Operate as a self-starter, with the ability to effectively manage simultaneous projects to successful conclusions.
- Possess strong organizational skills.
- Exercise a habit of maintaining careful notes regarding relationship contacts in official contact management systems.

TO APPLY

[Interested and qualified candidates are invited to apply by clicking here.](#) Complete applications should include the following:

- A cover letter expressing interest in this particular position;
- A current resume;
- A list of three professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission).
- Three writing samples, including professional letters, social media posts, and articles.

The Seven Hills School is an equal opportunity employer dedicated to promoting all forms of diversity in the workplace and our student body. We strongly urge all qualified individuals to apply.