



## **Director of Alumni Relations**

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

Bellarmino College Preparatory, located in San José, California invites applications for a full-time Director of Alumni Relations. The Director of Alumni Relations will work closely with school leadership and is responsible for building strong, lasting, and effective relationships with Bellarmine College Preparatory alumni. The Director is responsible for exhibiting strategic and tactical leadership to plan and execute programs and communication that foster good will, positive relations, and philanthropic support for Bellarmine with alumni and members of the Bellarmine community.

Working at Bellarmine Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities:**

- Create a comprehensive, strategic and long-range plan that advances the efforts of the Alumni Relations office to engage, support and celebrate the full diversity of Bellarmine alumni in their communities and on campus
- Work closely with Communications and Development to create and implement a communications strategy for alumni engagement, which includes social media, email, texting, website, and print
- Plan large scale and/or high-level alumni programs and events during the year (e.g., Hall of Fame, Annual Golf Tournament, Bocce Tournament) and, most notably, manage all aspects of Reunion programs
- Responsible for budgeting, forecasting, and cost negotiations for all alumni events and programs while keeping abreast of alumni community needs and revise or add to program offerings as needed
- Develop metrics and goals to measure alumni event participation and financial goals
- Identify, recruit, and manage alumni volunteers; ability to work effectively with large and small groups of alumni and build strong individual relationships with them
- Serve as Staff Liaison to the Alumni Council – set agendas, attend quarterly meetings and assist as needed with Alumni Council programs; create additional specific Alumni engagement structures as needed (e.g. Alumni parents, young Alumni, Alumni affinity groups)
- Assist with the implementation of alumni fundraising efforts in cooperation with the Director of Development. These efforts include, but are not limited to, alumni class giving campaigns, reunion giving, and the alumni phone-a-thon
- Ensure accurate and complete alumni database records
- Successfully engage alumni chapters and encourage the development of others
- Other duties or responsibilities as assigned

### **Minimum Qualifications/Skills:**

- Bachelor’s Degree from an accredited college/university
- Excellent organizational skills
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with internal and external constituents
- Proven success record and professional experience in alumni relations, event planning, public relations, or other related work experience. Demonstrated experience with volunteer development and oversight
- Strong interpersonal, team, and leadership skills; professionalism and flexibility in working with diverse constituent groups
- Sound judgment, the ability to analyze problems quickly and accurately, and the ability to develop practical and effective solutions to solve a variety of problems
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software

- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Ability to perform the job safely with respect to others, property, and individual safety
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events

**Preferred Qualifications:**

- Experience working in a Jesuit school
- Experience with a variety of social media platforms
- Experience using Blackbaud's Raisers Edge or similar fundraising/CRM databases
- Prior experience working in a college or university setting

**Physical Requirements:**

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel safely and comfortably around the Bellarmine campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen, often for extended periods of time
- Ability to travel by car or air as needed

**General Information:**

- This is a full-time, benefits eligible position
- Employees in exempt positions are expected to work as many hours as their job responsibilities require, which includes evenings and weekends
- Reports to the Strategic Advisor to the President

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**To Apply Online:** Please complete the *Bellarmino Staff Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to [hr@bcp.org](mailto:hr@bcp.org), indicating "*Director of Alumni Relations*" in the subject line of the e-mail.

**To Send by Mail:**

Bellarmino College Preparatory  
Attn: Human Resources  
960 West Hedding Street  
San Jose, CA 95126

*Bellarmino College Preparatory is an Equal Employment Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religious creed, ethnicity, sex, national origin, ancestry, sexual orientation, gender identity, genetic information, disability, medical condition, age, protected veteran status, marital status, or any other basis protected by law.*

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