

Director of Alumni Relations

Sacred Heart Schools (SHS) seeks a Director of Alumni Relations effective January 4, 2027. The Director of Alumni Relations develops and implements programs, events, communications, and engagement strategies that strengthen lifelong connections between alumni and Sacred Heart Schools. The position serves as the primary liaison to the Sacred Heart Alumnae Association and SHMS alumni, cultivates alumni involvement and volunteerism, supports fundraising efforts, and fosters meaningful relationships that advance the mission and strategic goals of SHS.

Principal Responsibilities

- Abide by the policies and guidelines contained in the SHS Human Resource Policy Manual.
- Participate in activities that help build a faith community on the campus.
- Model the Ursuline core values of Reverence, Service, Leadership, and Community in all aspects of school and personal life.
- **Alumni Engagement & Programming:**
 - Develop, implement, and evaluate alumni programs and initiatives that support SHS strategic priorities.
 - Build and maintain relationships with alumni locally, regionally, and nationally through outreach, events, communications, and volunteer opportunities.
 - Educate graduating students about alumni benefits and encourage lifelong engagement.
 - Maintain a comprehensive alumni calendar and oversee alumni-related programming for Sacred Heart Academy and Sacred Heart Model School.
 - Provide leadership and support for the SHA Forever Valkyries Club and other student-alumni engagement initiatives.
 - Connect alumnae with current SHA clubs, activities, and athletics.
- **Alumnae Association Leadership:**
 - Serve as staff liaison and administrator for the SHA Alumnae Association Board.
 - Coordinate board and committee meetings, support strategic planning, and strengthen connections between alumnae leaders and school leadership.
 - Serve as an ex officio member of the SHA Alumnae Association.
- **Events & Volunteer Management:**
 - Plan and execute major annual alumni programs and events, including:
 - Class Representatives
 - SHA Alumnae Awards
 - SHA Reunion Weekend
 - Career Day
 - Jean Frazier Leadership Institute mentoring and networking programs
 - SHA Lunch & Learn Series
 - Partner with the Enrollment team to spearhead the introduction of alumni involvement in the admissions process.
 - Recruit, manage, and recognize alumni volunteers.
 - Supervise student interns supporting alumni initiatives.
- **Fundraising & Advancement Support:**
 - Partner with Development staff to identify, cultivate, solicit, and steward alumni donors.
 - Promote alumni participation in fundraising campaigns, reunion giving, volunteer opportunities, and special initiatives.
 - Assist with the SHS Annual Fund and other institutional fundraising efforts as needed.
 - Document alumni engagement and donor-related activities in Raiser's Edge and other reporting systems.
- **Communications & Data Management:**
 - Maintain accurate alumni records and biographical data.
 - Produce the monthly alumnae e-newsletter, *The Horn*.
 - Collaborate with Marketing & Communications on alumni content for *The Heartbeat*, social media, websites, and event promotion.
 - Prepare reports, maintain records, and contribute alumni information for the SHS Annual Report.

- **Administration:**
 - Develop and manage the annual Alumni Relations budget.
 - Assist with Institutional Advancement and campus-wide events as needed.
 - Uphold SHS policies, mission, Ursuline values, and standards of professional conduct.
- Perform other duties as assigned.

Sacred Heart Schools offers a comprehensive benefits package to employees working at least 30 hours per week, which includes a 50% school-year tuition discount at all four campus schools. Sacred Heart Schools is an Equal Opportunity Employer.

Requirements

- Bachelor's degree required.
- Three or more years of experience in alumni relations, advancement, fundraising, education, event management, nonprofit management, communications, or a related field.
- Experience with Blackbaud/Raiser's Edge preferred.
- Excellent interpersonal, communication, technology, and relationship-building skills.
- Strong organizational, project management, and volunteer leadership abilities.
- Demonstrated success managing events, programs, and stakeholder engagement.
- Strong written communication skills.
- Ability to work collaboratively across departments and with diverse constituents.
- Ability to work occasional evenings and weekends and travel as needed.
- Completion of Archdiocese of Louisville Safe Environment Training within 30 days of employment.

Working Conditions

- Full-Time, 12-month position.
- Occasional evening and weekend work required.
- Schedule follows the operational needs of the Advancement Office.
- Some travel may be required.

Salary will be commensurate with education and experience.

Submit letter of interest and resume to shsemployment@shslou.org

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