

Job Title: Assistant Director of Advancement and Alumni Relations

Classification: Full Time; 12-month contract

FSLA: Exempt (not eligible for overtime pay)

Our Mission: To partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith in God.

Job Description

Central Arkansas Christian Schools Inc. is a vibrant and growing prekindergarten through 12th with multiple campuses located in the Central Arkansas area that seeks a dynamic visionary to join their advancement team. The Assistant Director of Advancement and Alumni Relations will be responsible for helping to build and maintain strong relationships with alumni, donors, and other stakeholders. This position plays a key role in advancing the institution's fundraising efforts, alumni engagement, and stewardship programs. The Assistant Director will assist in the execution of strategic plans to strengthen alumni relations and increase giving to the institution.

Essential Functions:

- **Alumni Engagement:** Develop and implement programs to engage alumni and foster a sense of community among graduates. Organize alumni events, reunions, and networking opportunities to enhance alumni involvement and strengthen their connection to the institution.
- **Fundraising:** Assist in planning and implementing fundraising initiatives, including annual giving campaigns, major gifts, and special projects. Identify and cultivate potential donors, and support the stewardship of existing donors.
- **Communication and Outreach:** Manage alumni communications, including newsletters, social media, and other digital platforms. Ensure regular and meaningful communication with alumni about institutional developments, events, and fundraising opportunities.
- **Database Management:** Maintain and update alumni databases, ensuring accurate and up-to-date contact information, records of engagement, and gift histories. Generate reports on alumni participation, giving trends, and engagement metrics.
- **Collaboration and Support:** Work closely with senior staff in the Advancement office, including the Director of Advancement, to develop strategies for alumni engagement and fundraising goals. Assist with major events, campaigns, and initiatives.
- **Volunteer Management:** Recruit, train, and manage alumni volunteers to support various programs, including event planning, peer-to-peer fundraising, and mentoring initiatives.
- **Stewardship:** Assist in the development of stewardship programs to recognize and thank donors for their contributions. Work with leadership to ensure donors are kept informed about the impact of their gifts.
- **Event Coordination:** Plan and oversee alumni events, both in-person and virtual, including regional gatherings, webinars, and special alumni celebrations. Ensure a high level of participation and engagement in all events.

Qualifications:

- Bachelor's degree required; Master's degree in a related field preferred.
- Minimum of 3-5 years of experience in alumni relations, fundraising, or a related field.
- Strong communication skills, both written and verbal.
- Experience in event planning and project management.
- Familiarity with fundraising techniques, donor stewardship, and relationship management.
- Ability to work collaboratively with a diverse group of stakeholders, including alumni, faculty, staff, and external partners.
- Knowledge of alumni engagement strategies and best practices.
- Proficient in using CRM systems, databases, and office software (Microsoft Office Suite, Google Workspace, etc.).
- Ability to manage multiple tasks and deadlines in a fast-paced environment.
- A passion for higher education and alumni engagement, with a commitment to the institution's mission and values.

Preferred Skills:

- Experience with online engagement platforms and social media management.
- Prior experience in higher education or nonprofit fundraising.
- Familiarity with gift processing and donor management systems (e.g., Raiser's Edge, Salesforce).
- Strong networking and relationship-building skills.

Working Conditions:

- Full-time position with occasional evening and weekend work for events.
- Travel required for regional alumni events and meetings.
- Work is primarily office-based, but some remote work flexibility may be possible.

Application Process

Please apply at cacmustangs.org/about/employment. For additional information, contact Lisa Lancaster at llancaster@cacmustangs.org