



## GREENSBORO DAY SCHOOL

*Greensboro Day School's mission is to develop the intellectual, ethical, and interpersonal foundations students need to become constructive contributors to the world.*

# Director of Alumni Engagement Job Description

Greensboro Day School seeks an alumni engagement professional for the position of Part-Time Director of Alumni Engagement to begin in early 2026.

### **REPORTS TO:**

Assistant Head of School for Strategic Advancement

### **FLSA JOB CLASSIFICATION:**

Exempt, 12 Month Position

### **JOB PURPOSE:**

In collaboration with the Philanthropy & Alumni Office staff, the Director of Alumni Engagement is responsible for implementing a strategic and innovative alumni engagement plan including communications, events, and programming. The Director leads the future career center, connecting alumni to current GDS students.

This is a 12-month, part-time (25 hours per week), on-campus position, five days per week, Monday through Friday, and requires regular evening and weekend work for advancement related events. Regular work hours are 10:00 a.m. - 3:00 p.m.

The Director of Alumni Engagement models the GDS Community Cornerstones of Respect, Kindness, Integrity, and Responsibility.

### **PRIMARY RESPONSIBILITIES:**

- Cultivates alumni relationships and facilitates regular connections between alumni and GDS faculty and students
- Designs and implements a monthly alumni e-newsletter in collaboration with the Director of Strategic Communications
- Proactively creates networking opportunities for GDS students and young alumni college students with working alumni professionals, through the future GDS Career Center
- Proactively maintains an alumni database with up-to-date contact and demographic information
- In collaboration with the Marketing & Communications Team, manages the GDS Alumni

social media platforms (Facebook, Instagram, etc.)

- Integrates the alumni program with other constituent advancement efforts
- Proactively designs, plans, and executes annual in-town and out-of-town alumni events and effectively engages alumni in the planning and hosting process
- Designs, plans and executes on-campus alumni special events including Reunion Weekend
- Serves as the staff liaison to the Alumni Board, alumni class agents, and secretaries to establish annual Alumni Board goals and meeting agendas
- Identifies and recruits prospective alumni board members to increase alumni engagement in GDS activities and participation in the Impact Fund
- Writes news and updates for the *GDS Magazine* and works with the Director of Strategic Communications to solicit articles from alumni for the magazine
- Assists in recruitment of alumni volunteers for the annual giving day (#1DayforGDS)
- Supports the enrollment and growth of the school by connecting alumni parents with the Office of Admission & Enrollment
- Designs and publishes an alumni map book that allows seniors to connect with alumni for senior internship opportunities and future alumni living in matriculating college towns
- Connects alumni with current students to serve as mentors for our entrepreneurial program
- Facilitates a rotating alumni temporary art exhibit in the SLEI Art Gallery

#### **ADDITIONAL RESPONSIBILITIES:**

- Participates actively in advancement and other school related events
- Performs other duties and special projects as assigned by the Head of School

GDS Cultural Competencies	GDS Employee Skills
<ul style="list-style-type: none"><li>• Human-Centered</li><li>• Data-Informed</li><li>• Empathetic</li><li>• Collaborative</li><li>• Professionalism</li><li>• Technologically Fluent</li><li>• Adaptable &amp; Growth Mindset</li><li>• Inclusive</li><li>• Productive conflict resolution</li></ul>	<ul style="list-style-type: none"><li>• Integrity</li><li>• Welcoming</li><li>• Respectful</li><li>• Listens to Understand</li><li>• Relationship-Focused</li><li>• Student-Centered</li><li>• Field Expertise</li><li>• Coachable</li><li>• Lifelong Learner</li><li>• Kind</li></ul>

Philanthropy & Alumni Office Staff Competencies
<ul style="list-style-type: none"><li>• Fundraising Acumen</li><li>• Innovative Ideas for Secondary Revenue Streams</li><li>• Strategic Goal Setting for Campaigns</li></ul>

- Data Analysis
- Multi-constituent connection through communication & events
- Relationship cultivators

### Position Requirements

- Bachelor's Degree
- Successful experience cultivating relationships with diverse constituencies
- Excellent interpersonal skills
- Passion for education
- Thrives when multitasking and managing a variety of projects
- Superb oral and written communication skills
- Capacity to both work independently and thrive in a team environment
- Willingness and ability to travel and work outside normal business hours as needed
- Demonstrated eagerness and ability to effectively communicate and support the GDS mission
- Personal qualities of credibility and unwavering commitment to Greensboro Day School's mission
- A sense of humor is appreciated

### WORKING CONDITIONS:

The work environment for this position is mostly sedentary and confined to an office setting. The noise level is usually quiet to moderate level but may be loud on occasion. The nature of this position may require supervising students both indoors and outdoors on occasion. All faculty and staff are required to participate in regular safety drills. Extended work hours are common. Regular weekend, evening, or early morning work is required. Travel is required.

### PHYSICAL REQUIREMENTS:

The duties of this job take place in an office setting. This position is frequently required to operate a computer and file and retrieve written documents. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. There will be extended periods of sitting required when performing administrative tasks and while attending meetings. Must be able to lift up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.

### DIRECT REPORTS:

There are no direct reports to the Director of Alumni Engagement.