



EXCELLENCE EQUITY OPPORTUNITY

JOB DESCRIPTION: ALUMNI RELATIONS & ANNUAL GIVING OFFICER

THIS IS AN INTERNAL RECRUITMENT.

ONLY PERSONS ALREADY EMPLOYED WITH THE ANGLICAN DIOCESE NEED APPLY.

The Office of Development & Alumni Relations

The **Alumni Relations & Annual Giving Officer** will be assigned to the Office of Development & Alumni Relations. This position will report to the **Chief Development Officer**. The Mission and functions are outlined below:

Mission

To develop understanding and support among Anglican Central Education Authority (ACEA) stakeholders, of the critical role of private philanthropy to Anglican schools. In so doing, to forge relationships that will help to secure the commitments required to advance the educational mission of the Anglican Diocese.

Functions

The ACEA Office of Development and Alumni Relations will achieve this mission through three core functional areas: development, alumni relations and communications.

The principal goal of the *development* function is to establish and cultivate relationships that support and foster a dynamic culture of involvement and philanthropic giving, towards the advancement of the priorities and development objectives of the Anglican school system.

The principal goal of the *alumni relations* function is to cultivate lifelong relationships with Anglican school alumni, through meaningful engagements aimed at raising alumni awareness, pride, participation, volunteer involvement and philanthropic commitment to Anglican schools.

The principal goals of the *communications* function are to increase awareness of Anglican schools, help shape and enhance schools' image, and to advance development objectives among all constituencies, through integrated, strategic communications.

ALUMNI RELATIONS & ANNUAL GIVING OFFICER

Role of the Alumni Relations & Annual Giving Function:

In terms of alumni relations, to create opportunities to reconnect and maintain established relationships with alumni; provide support for individual schools' alumni associations, including their

boards of directors, membership campaigns and events; and create innovative strategies to provide additional value and benefit to the Anglican schools' alumni experience. As far as Annual giving, to solicit potential donors capable of making gifts up to \$1,000, through personal solicitation, annual direct mail, telemarketing campaigns and other alternatives considered viable and appropriate.

Core areas of responsibility:

- Annual Fund Database Management
- Alumni Database Management
- Solicitation of gifts up to \$1,000
- Alumni Events, Outreach & Engagement
- Alumni Association Membership Development
- Management of Alumni Content on Website and Social Media
- Alumni Awareness and Advocacy Campaigns (in collaboration with the Communications & PR Officer)
- Direct mail, e-campaigns and telephone campaigns

Essential duties:

- Manages and maintains the database of Anglican School alumni contact information.
- Plans and implements programmes for alumni that increase goodwill and positive relationships with ACEA schools.
- Plans and implements events that encourage alumni involvement.
- Supports the Communications & Public Relations Officer in the preparation of promotional materials targeting alumni.
- Prepares, edits and disseminates regular correspondence to alumni.
- Manages details and coordinates staff and volunteer activities for timely execution of events.
- Assists in managing programme-specific budgets.
- Maintains a portfolio of annual giving donors with focus on moving donors to higher giving levels and ensuring continued annual support.
- Maintains a portfolio of at least 100 prospects for gifts of \$1,000 and higher.
- Conducts face-to-face meetings with prospects for purposes of discovery, cultivation, solicitation, and stewardship.
- Prepares written gift proposals for prospects.
- Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

Qualifications:

- Bachelor's degree in a relevant field of study.
- Five years of relevant experience.
- Knowledge of marketing, public relations and special event planning, methods and techniques.
- Excellent organizational skills, presentation skills and communication skills (both oral and written).
- Excellent interpersonal and networking skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong leadership skills with the ability to be persuasive and influential.
- Demonstrated success in executing events, planning projects and programmes and completing them in a timely manner with limited supervision.
- Ability to prepare and manage budgets and resources.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques.

- Ability to effectively present information and respond to questions from key stakeholders.
- Proficiency in MS Office software applications and database management.
- Strong personal commitment to the mission of the ACEA's Office of Development & Alumni Relations.
- Demonstrated understanding of the Anglican ethos and commitment to principles of the Anglican Faith.

Submission Requirements

This recruitment is being facilitated by The Vivian Group on behalf of the Anglican Central Education Authority. Interested persons should submit the following by electronic email no later than **October 27th**, to acearecruitment@viviangroupbahamas.com:

1. Cover letter
2. Curriculum Vitae
3. Copies of degree certificates
4. Three references

Hard copies may be sent by traditional mail to:

ACEA Recruitment
c/o The Vivian Group
P. O. Box N 9636
Nassau, The Bahamas