



# ST. ANDREW'S

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## EPISCOPAL SCHOOL K-12

### Alumni Relations Manager

The Alumni Relations Manager at St. Andrew's Episcopal School is responsible for building and strengthening lifelong relationships between the school and its alumni community. This position leads the planning and execution of a robust schedule of alumni engagement events, manages the Alumni Association Board of Directors, and partners with Advancement colleagues to promote alumni participation and philanthropy. As the school approaches its **75th Anniversary**, the Alumni Relations Manager will play a key role in supporting and coordinating alumni engagement efforts tied to this milestone celebration—helping to honor the school's legacy, celebrate its community, and inspire continued connection and giving.

Salary Range: \$70,000-75,000

### Key Responsibilities:

#### Event Planning & Execution

- Plan, organize, and execute a comprehensive calendar of alumni programs and events.
- Manage logistics, budgets, invitations, and follow-up for all events.
- Ensure programs reflect the school's mission and create meaningful alumni engagement opportunities.

#### Example of Annual Alumni Events:

- **August:** Summer Sendoff
- **Sept-Dec:** True Blue Alumni Coffee (monthly), Young Alumni Care Packages, Alumni Homecoming Tailgate, Alumni Fall Fundraiser, St. Andrew's Day, Alumni Holiday Party, Advent Evensong
- **Jan-May:** True Blue Alumni Coffee (monthly), Alumni Night at Upper School. Musical, Senior Wildflower Chapel, Alumni Reunion Weekend, Senior Dinner, Alumni Baseball Game
- **Summer:** Austin FC Alumni Event

#### Alumni Engagement & Communication

- Serve as the primary point of contact for alumni, parents of alumni, current and former faculty, and others seeking information about alumni programs and services.
- Maintain accurate and up-to-date alumni records and databases to support effective data management and outreach.
- Collaborate with the Communications Manager to update and enhance alumni website content, publications, and communication campaigns.

- Coordinate alumni engagement opportunities on campus, including student club visits, alumni panels offering real-world guidance to current students, an Alumni Chapel speaker during Reunion, and the Senior Dinner speaker.

#### Fundraising & Stewardship

- Partner with the Director of Annual Giving to advance the Senior Challenge and support alumni fundraising through events, peer outreach, and board leadership.
- Promote a culture of philanthropy by strengthening alumni participation, connection, and giving.

#### 75th Anniversary Initiative Support

- Collaborate with Advancement and Communications to plan and deliver alumni-focused 75th Anniversary events, storytelling, and giving initiatives that engage alumni across generations and strengthen pride, visibility, and participation in the school.

### Qualifications:

- Bachelor's degree in communication, Public Relations, or a related field.\
- 3–5 years of experience in alumni relations, advancement, and/ or event management.
- Excellent organizational, communication, and interpersonal skills.
- Ability to manage multiple priorities with attention to detail.
- Familiarity with CRM or database systems (e.g., Mailchimp, Blackbaud/Raiser's Edge).
- Willingness to work occasional evenings and weekends. Commitment to the mission, values, and Episcopal identity of St. Andrew's Episcopal School.

### Core Competencies:

- **Relationship Builder:** Cultivates meaningful, long-term connections with students, alumni, faculty and the broader school community.
- **Strategic Planner:** Aligns alumni programs with institutional priorities and goals.
- **Collaborative Leader:** Works effectively with colleagues, volunteers, and the Alumni Board.
- **Creative Problem Solver:** Brings innovation and energy to alumni engagement strategies.
- **Professional Communicator:** Represents St. Andrew's with warmth, enthusiasm, and professionalism.

## About St. Andrew's Episcopal School

### Our Mission

The mission of St. Andrew's Episcopal School is to provide an enriched academic program within a Christian environment emphasizing the fulfillment of each student's potential.

## Diversity Statement

St. Andrew's Episcopal School is committed to building a beloved community of learning that embraces diversity, champions justice, and honors the dignity of every human being.

## About Us

St. Andrew's is a co-educational Episcopal K-12-day school, enrolling approximately 990 students on two campuses in Austin, Texas. The school strives to help young people from diverse racial, religious, ethnic, and socioeconomic backgrounds to achieve their potential not only in intellectual understanding but also in aesthetic sensitivity, physical well-being, and moral decisiveness so that they may lead productive, responsible lives, not only for themselves but also for their community. For more information about St. Andrew's School in Austin, please access our website: [www.sasaustin.org](http://www.sasaustin.org).

## To Apply

Please submit your resume and letter of interest to Kathy Quisenberry, Human Resource Manager, at [hr@sasaustin.org](mailto:hr@sasaustin.org). Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply.

*St. Andrew's is committed to providing equal opportunity in all personnel actions and in the administration of all policies and programs.*

*St. Andrew's employs individuals without regard to race, color, nationality, ethnicity, religion, disability, sex, gender identity or sexual orientation as protected by federal, state, or local law.*