



MARIAN CATHOLIC HIGH SCHOOL

An exceptional education rooted in faith, family and tradition.

Marian Catholic High School Associate Director of Advancement and Alumni Relations (August 2022)

Marian Catholic High School is seeking an Associate Director of Advancement and Alumni Relations. This individual will report directly to the Director of Advancement and Head of School to provide key support functions, operational management and office management tasks in support of communications, advancement and alumni relations. This role will have relationship building responsibilities in dealing with prospective donors, alumni from all generations, along with cultivation and stewardship of donors. Interested candidates should submit a letter of interest and resume to Michael Brennan, Head of School at mbrennan@mariancatholichs.org.

Specific Responsibilities include but are not limited to:

Data Entry Management:

- Manage and maintain the Donor Base
- Process donor contributions and produce and mail gift acknowledgement letters
- Manage and maintain individual, foundation, and corporation contact files
- Generate specific reports and provide mailing lists/labels
- Produce reports to assist in Reconciliation process with the Director of Finance

Communication, Marketing, and Public Relations:

- Field telephone calls and personal visits by alumni and parents on fundraising matters
- Assist in coordinating advancement calendars
- Identify potential PA Tax Credit Donors
- Serve as a point person on special events throughout the year
- Assist in the production of the annual Report of Gifts and Marian Now Magazine

Advancement:

- Work with the Director of Advancement in all avenues of the advancement department
- Assist in coordinating and executing the Advancement Work Plan each year
- Assist volunteer groups and committees as directed by Director of Advancement
- Execute Annual Fund Campaign Marketing and Mailing with Director of Advancement

166 Marian Avenue | Tamaqua, Pennsylvania 18252-9789
PH (570) 467-3335 | FAX (570) 467-0186 | www.mariancatholichs.org

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- Essential manager of our Day/Week of Caring Financial Aid Drive
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Alumni Relations:

- Serve as a main point person with the Alumni Association
- Review Alumni Newsletter and contact featured alumni each month
- Serve as a co-point person on Special Events such as, but not limited to: Grandparents Day, Homecoming, Performing Arts Productions, Reunions, and 50th Anniversary Graduating Class
- Reach out to key alumni for maintaining conversations and connections during the year.

Qualifications

- A thoughtful partner who can understand the needs of the school and translate those needs into promotional and fundraising opportunities, in cooperation with the Director of Advancement
- A collaborator who can develop a cooperative spirit throughout the school
- Willingness to take initiative and desire to grow in field.
- Excellent project management and decision-making skills
- Ability to handle pressure while maintaining a pleasant demeanor
- High attention to detail and high level of accuracy
- Ability to maintain confidentiality
- Excellent computer skills: Donor Bases, Word, Excel, Google Docs
- Ideally 2+ years of marketing, public relations, school admissions work, preferably in a school or education-based nonprofit

Salary/Benefit Information:

- This is a 12-month administrative position within Marian Catholic High School, which is a part of the Allentown Diocese. Benefits are offered and included to the successful candidate. Salary is competitive for associate advancement positions within the Diocese, and final compensation is based on experience. EOE

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