

## Director of Alumni Relations

As we approach our 150th year in 2018-2019, Father Gabriel Richard High School (FGR) seeks an energetic and self-starting individual to fill the position of Director of Alumni Relations. The Director of Alumni Relations is responsible for the planning and implementation of programs and projects that strategically engage alumni in strengthening programs and provide tangible benefits to alumni and current students of FGR.

Serving as an ambassador, the Director of Alumni Relations is charged with securing commitments from alumni to provide professional expertise and volunteer service; collaborating with colleagues in the school to create and maintain pathways for alumni participation that advance the mission and goals of FGR; partnering with Advancement Office colleagues to identify, cultivate, solicit and steward alumni giving; and helping to form and serving as a liaison between the St. Thomas/FGR Alumni Association and the academic and administrative leadership of FGR.

The Director of Alumni Relations reports to the Director of Institutional Advancement and is a member of the Advancement team. The successful Alumni Director will have a B.A. in Communications, Marketing, Public Relations or have comparable experience. He/She will have a very public role on behalf of the school and should be comfortable in public speaking and in being in front of a crowd. He/She will be proficient in Microsoft Word and Excel. Knowledge of Raiser's Edge—a plus! In addition, he/she will be a self-starter, have the ability to work both independently and in collaboration with colleagues in the Office for Institutional Advancement.

Candidates should submit their Resume/CV and three references to:

Mary Vangieson

Father Gabriel Richard High School

4333 Whitehall Drive

Ann Arbor, MI 48103

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