



Director of Alumnae & Family Engagement

Ursuline Academy is seeking a collaborative, relationship-driven, and strategic advancement professional to serve as the Director of Alumnae and Family Engagement. Reporting to the Senior Director of Engagement and Leadership Giving, this role leads the Academy's alumnae and parent engagement efforts, strengthening lifelong relationships and fostering meaningful connections that support Ursuline's mission and advancement priorities.

The Director will oversee a comprehensive engagement program that includes alumnae relations, parent engagement, volunteer leadership, reunion programming, and community events. Working closely with colleagues across the Advancement Office and broader school community, this individual will help cultivate a vibrant culture of engagement, philanthropy, and institutional affinity grounded in the values of Ursuline Academy.

The ideal candidate is an organized and thoughtful relationship-builder who understands the connection between engagement, volunteerism, and philanthropy. This individual brings strong communication and project management skills, sound judgment, creativity, and the ability to manage multiple priorities in a collaborative and mission-driven environment.

Key Responsibilities

Engagement Strategy & Constituent Relations

- Lead and execute a comprehensive alumnae and parent engagement strategy that strengthens participation, community connection, and long-term institutional affinity
- Build and sustain meaningful relationships with alumnae, parents, volunteers, and other members of the Ursuline community
- Serve as the primary staff partner to volunteer leadership groups, including the Alumnae Council and Parents Guild

Events, Volunteer Leadership & Advancement Integration

- Oversee alumnae and parent events and programs, including Reunion Weekend, Homecoming and Family Weekend, Senior Brunch, Women in Leadership, and other engagement initiatives
- Coordinate reunion and volunteer efforts that support engagement and philanthropic participation
- Partner with Advancement colleagues to align engagement initiatives with annual giving, reunion strategy, and broader fundraising priorities

Communications, Data & Institutional Collaboration

- Partner with Communications to support engagement efforts across email, digital platforms, social media, and print communications
- Maintain accurate constituent and engagement records and utilize data to strengthen outreach and participation
- Collaborate across departments and contribute to Advancement-wide initiatives and school events in support of the Academy's mission and strategic goals

Qualifications

Education & Experience

- Bachelor's degree from an accredited institution (equivalent professional experience may be considered)
- 7+ years of experience in alumni/alumnae relations, advancement, or a related field
- Knowledge and understanding of fundraising principles and practices
- Experience in an independent school or higher education setting preferred

Skills & Additional Qualifications

- Strong organizational, communication, interpersonal, and relationship-building skills
- Demonstrated ability to work collaboratively with colleagues, volunteers, and individuals from diverse backgrounds
- Ability to manage multiple priorities and projects in a fast-paced environment with professionalism, flexibility, and attention to detail
- Commitment to the mission and values of Ursuline Academy and active engagement in the life of the school community
- Ability to exercise sound judgment and discretion when handling confidential information
- Experience with engagement and communication platforms, including social media and AlumniFire, preferred
- Experience with Raiser's Edge and NXT preferred
- Willingness to work occasional evenings and weekends in support of school and Advancement events
- Successful completion of a background check required

Working Environment

This position is primarily based on campus and includes regular participation in evening and occasional weekend events throughout the year. The role involves a combination of desk-based work, event coordination, and active engagement with constituents across campus and at school-sponsored programs and events.

The position requires regular use of standard office equipment and the ability to move throughout campus buildings and event spaces, including occasional lifting and carrying of event materials up to approximately 15–25 pounds. Occasional local and regional travel may be required in support of alumnae engagement and institutional priorities.

Compensation: \$65,000 - \$80,000 annually

This is a full-time, 12-month position. The salary range represents the established compensation parameters for this role. Placement within the range is determined based on experience, qualifications, and internal equity.

Application Instructions

Ursuline Academy invites interested candidates to submit a resume and cover letter detailing their qualifications and interest in the role to careers@ursulineacademy.net.

Please include "Director of Alumnae" in the subject line. Applications will be reviewed on an ongoing basis until the position is filled.