



Employment Opportunity

Marist High School is a Catholic co-ed school located on the southside of Chicago. The mission of Marist High School is to make Jesus Christ known and loved in the Marist Brothers' tradition, while preparing students for higher education and life. To learn more about Marist High School, visit our website: <https://www.marist.net/>

Position Title: Alumni Engagement & Stewardship Coordinator

Start Date: As soon as possible

Contact: Ryan Tucker, Executive Director of Advancement
tucker.ryan@marist.net

Job Description

Marist High School is seeking an **Alumni Engagement & Stewardship Coordinator** to join its Advancement team. The ideal candidate is organized, relationship-focused, and a strong communicator who will help strengthen connections with alumni, donors, and friends of Marist through engagement, stewardship, communications, and programming.

Key Responsibilities

Alumni Engagement & Communications

- Manage the monthly Alumni & Friends E-News and develop targeted communications for class years, athletic teams, clubs, and other alumni audiences.
- Manage the alumni@marist.net email account and ensure inquiries receive timely and professional responses and follow-up.
- Support and grow alumni affinity groups, including the Marist Law Association, Marist Physicians Association, and future groups.
- Lead the Class Chair Program, coordinating communication among class leaders and facilitating quarterly check-ins to share updates, strengthen alumni participation, and maintain connections across class years.
- Assist with networking events, social gatherings, webinars, and other alumni engagement opportunities.
- Work with alumni volunteers and group leaders to strengthen participation and communication.
- Identify opportunities to highlight alumni accomplishments, promote events, encourage volunteerism, and strengthen lifelong connections to Marist.
- Research alumni engagement best practices and identify opportunities for new programs and affinity groups.
- Collaborate with the Marketing Department to ensure alumni communications are consistent with Marist branding and messaging.

Donor Stewardship

- Coordinate stewardship initiatives for donors, prospects, alumni, and friends of Marist, including birthday cards, sympathy cards, congratulatory outreach, and other meaningful touchpoints.
- Organize student thank-you letter campaigns involving Financial Aid recipients and student leaders.
- Coordinate Phone-a-thon initiatives, including donor thank-you calls, Champagnat Day outreach, and Annual Fund efforts.
- Manage the alumni baby, weddings, and deceased recognition programs.
- Prepare campaign pledge reminders and other donor communications in coordination with Advancement leadership and Major Gift Officers.

Reunions & Alumni Programs

- Serve as the Advancement Office point person for class reunions.
- Coordinate reunion committees, class representatives, communications, registrations, and RSVPs.
- Maintain an annual reunion calendar and standardized planning process.
- Ensure reunion activities and communications are coordinated through Marist and help capture updated alumni information.

Research & Database Management

- Maintain accurate alumni, donor, and constituent records in Blackbaud Raiser's Edge NXT.
- Update contact, employment, relationship, and engagement information.
- Conduct prospect research and assist Major Gift Officers in identifying potential donor opportunities.
- Produce queries and reports to support Advancement initiatives.
- Assist with database maintenance and ongoing efforts to improve the accuracy and completeness of constituent records.

Qualifications

- Strong interpersonal, organizational, and communication skills.
- Ability to build relationships with alumni, donors, volunteers, colleagues, and other members of the Marist community.
- Strong follow-through, professionalism, and discretion when working with donor and constituent information.
- Ability to manage multiple projects, deadlines, and events simultaneously.
- Comfortable working with databases, email platforms, Microsoft Office, Google Workspace, and other digital tools.
- Experience with Blackbaud Raiser's Edge NXT or a similar CRM is preferred.
- Previous experience in alumni relations, advancement, fundraising, stewardship, communications, events, education, or nonprofit work is preferred.
- A genuine passion for Marist's mission and a strong belief in the importance of building lifelong relationships with alumni, donors, and friends of Marist.

Marist High School is committed to forming students in the tradition of St. Marcellin Champagnat and the Marist Brothers. We seek candidates who are eager to contribute to a mission-driven community dedicated to excellence in education, service, and faith. The salary range for this position is \$45,000-\$70,000 based on experience. ***The position will remain open until the right person is chosen.***