



## **Alumni Relations and Development Coordinator**

### **Summary:**

The Alumni Relations and Development Coordinator serves as a key member of the Development team, facilitating alumni engagement, communications, relationship-building initiatives, and team events. This role fosters meaningful lifelong connections between Brentwood Academy and its alumni community through events, storytelling, volunteer opportunities, and strategic outreach. The Alumni Relations and Development Coordinator partners closely with the Development Office, faculty, students, and alumni to strengthen engagement, encourage philanthropic support, and advance the mission and community of BA.

### **Responsibilities:**

- In conjunction with the Assistant Director of Development – manage the class reunion program and develop a reunion giving program
- With the oversight of the Assistant Director of Development, develop the strategy and execute regional alumni groups and/or events to provide additional points of engagement for alumni not living in the metro Nashville area
- Assist the Assistant Director of Development with support of the Alumni Council including the preparation of meeting materials, communications, reports, agendas, and other necessary correspondence
- In conjunction with the Assistant Director of Development and Events Manager, manage all alumni engagement events including the strategy, promotion, execution, and follow up for events including the Alumni Egg Hunt, Alumni and Friends Awards, Young Alum Christmas Party, Alumni Football Tent, Parent of Alumni Chilli, Alumni Service Projects and Alumni Garden
- Manage collection and organization of alumni content for the Triangle magazine, Impact Report, and other communications, including class news, event updates, alumni profiles, and other content as needed
- Update alumni information in Veracross
- Serve as an advocate for alumni across the entire Brentwood Academy community, proactively seeking opportunities to share alumni stories and experiences
- Establish an online alumni portal, managing users, updating data as needed in campus systems, and developing and executing marketing strategies to increase alumni engagement with the portal
- Maintain assigned portions of the Alumni webpage and social media presence

- Coordinate Alumni and Parent of Alumni Day of Giving
- Play an active role with students in the upper school to build relationships and increase students' understanding of the role of alumni relations and fundraising after graduation
- Develop and coordinate parent of alumni engagement program
- Execution of development events including but not limited to alumni events, Celebration of Philanthropy, Grandparents' Day, and Veterans' Day.

**Qualifications/Experience:**

- Bachelor's degree required
- Experience in alumni relations, event planning, fundraising, communications, or relationship management preferred
- BA Alum or BA Parent of Alum strongly preferred
- Affirm the Brentwood Academy Statement of Faith

**Skills/Abilities:**

- Excellent written and verbal communication skills
- Strong organizational, interpersonal, and project management skills with the ability to manage multiple priorities and events simultaneously
- Demonstrated ability to build meaningful relationships with alumni, parents, students, and community stakeholders
- Ability to work occasional evenings and weekends for alumni and development events

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The majority of work will be performed in an office environment. The employee must be able to sit for extended periods while using a computer and keyboard and have sufficient mobility to move throughout the campus, including climbing stairs.

**Characteristics of A Brentwood Academy Employee:**

Brentwood Academy faculty and staff members are passionate learners and leaders. We exemplify Christ, see each student as unique and valuable, and intentionally occupy the intersection of our subject matter and how God has made us – body, mind, and spirit. Brentwood Academy implements well-planned student learning through a biblical worldview by employing a wide variety of instructional activities in response to students' varying needs and interests. We provide a rigorous curriculum and foster a deeply supportive academic environment for students to grow through developmentally appropriate learning experiences.