

Alumnae Engagement Officer

Mercy McAuley High School is a Catholic college preparatory school for young women. It is a sponsored ministry of the Institute of the Sisters of Mercy of the Americas and is a member of Mercy Education. Mercy McAuley proudly supports over 24,000 alumnae from our prestigious schools, Mother of Mercy, McAuley and Mercy McAuley High Schools.

Named "Top Places to Work" by Cincinnati Enquirer in 2025, **Mercy McAuley is adding a second Alumnae Engagement Officer** to its advancement team. The focus of this position is to foster and maintain strong connections between alumnae and the broader school community. This position will develop strategies to engage alumnae, build relationships and create opportunities for networking, mentoring and support. If you are excited about connecting alumnae to the mission of Mercy McAuley and believe you could grow in this role, we encourage you to apply.

Key Responsibilities:

Alumnae Outreach and Communication:

- Develop and implement strategies in coordination with the Alumnae Engagement Officer for effective communication with alumnae via various channels such as email newsletters, social media and alumnae events.
- Maintain updated database of alumnae contacts and information to aid with communication and engagement efforts.
- Respond promptly to emails and requests from alumnae for support or various inquiries.

Alumnae Events and Programs:

- Plan and organize alumnae events, in coordination with team members, including reunions, networking opportunities, regional events, and other alumnae and advancement events.
- Support Alumnae Council efforts including regular meetings and special programs.
- Identify alumnae Class Ambassadors.
- Develop a Young Alumnae Program to engage and facilitate networking of young alumnae.

Volunteer Management

- Recruit and coordinate alumnae volunteers needed for events, councils and/or various initiatives such as admissions events, fundraising initiatives and student mentorship programs.
- Provide support and recognition to alumnae volunteers fostering a sense of belonging to school community.

Alumnae Giving

- Identify alumnae prospects for the President or Major Gifts Officer.
- Support Director of Advancement with alumnae giving campaigns.

Data Management:

- Maintain accurate records of alumnae engagement activities, event attendance and volunteer participation using Raiser's Edge NXT.
- Create opportunities for data collection.
- Generate regular reports to measure the effectiveness of alumnae engagement efforts and to inform future strategies and decision making.

Education and Experience:

- Bachelor's degree required.
- Previous experience in alumnae relations, volunteer management, communications, sales, event planning or customer service preferred.
- Excellent communication and interpersonal skills, with the ability to engage and build rapport with diverse audiences.
- Strong organizational and project management abilities, with attention to detail and the ability to multitask and meet deadlines.
- Proficiency in Microsoft Office Suite, social media platforms and database management preferred.
- Excellent problem-solving and analytical skills.
- Ability to work cooperatively to achieve common goals amongst the Advancement Team.
- Self-motivated and able to work independently.
- Demonstrated enthusiasm and professionalism with a desire to excel in a school environment.
- Willingness to attend and/or lead evening and weekend activities as needed.
- The scope of responsibility and leadership level of the role may be adjusted based on the selected candidate's experience.
- Practicing Catholic and Mother of Mercy, McAuley or Mercy McAuley alumna preferred.
- Support of the teachings of the Catholic church, Mercy values, mission and vision of Mercy McAuley High School.

Accountability:

This position reports to the Director of Advancement.

To apply, please submit your resume, along with a cover letter that **includes your salary requirements and a list of three references** to Mandy Merz, Human Resources at merza@mercymcauley.org. Thank you!