ALUMNI ENGAGEMENT ASSOCIATE SEARCH

START DATE: IMMEDIATE

POSITION OVERVIEW

HACKLEY SCHOOL seeks an Alumni Engagement Associate to work in the Alumni Office. This is a 12-month, salaried position. The Alumni Engagement Associate will report to and support the Director of Alumni Engagement in connection with fostering strong connections between alumni and the life of the School.

MISSION AND HISTORY

HACKLEY SCHOOL is a nonsectarian coeducational K-12 independent school located in Tarrytown, New York. Founded as a boarding school in 1899, Hackley enrolls approximately 860 students, including 25 five-day boarding students in grades 9-12.

Students experience joy in the classroom and make life-long connections with each other and with our dedicated faculty, 40% of whom reside on campus. Robust extracurricular programming on our 285-acre campus creates unique opportunities for each student to learn and grow beyond the boundaries of the school day. Hackley graduates have the knowledge and confidence to pursue their passions and the drive to make a difference.

Hackley challenges students to grow in character, scholarship, and accomplishment, to offer unreserved effort, and to learn from the varying perspectives and backgrounds in our community and the world.

ROLE RESPONSIBILITIES

Responsibilities include but are not limited to the following:

- Assisting with the planning, promoting and executing of in-person and virtual alumni events designed to strengthen Hackley's alumni community, including Alumni Day. Includes creating the events in the database and on the GiveCampus event platform.
- Supporting the development and distribution of the alumni e-newsletter, including editing and mailing list management, as well as work related to other e-communications.
- Managing content on the Hackley Alumni Blog hosted by Google Sites.
- Supporting the production of *Class Notes*, Hackley's alumni publication, by collecting and organizing alumni updates, managing photographs, writing photo captions, proofreading content, coordinating deadlines and imputing information into the database.
- Assisting with the Hackley Networking Initiative by arranging and coordinating mentor-mentee relationships and promoting participation through communications and LinkedIn.
- Creating engaging content, fostering alumni connections, and increasing member participation in the Hackley Alumni LinkedIn Group.
- Supporting fundraising efforts, including alumni class and senior class gift campaigns.
- Other duties as assigned.

HOW TO APPLY

Please complete the online application form available at this link: APPLY NOW.

QUALITIES AND SKILLS

The ideal candidate embodies the School's core values and models them for others. Hackley's next Alumni Engagement Associate will have:

- A bachelor's degree (required)
- Excellent written and verbal communication skills
- Demonstrated project management and organizational skills (e.g., detail-oriented, ability to multitask and prioritize projects)
- Proficiency in Canva, Photoshop, Microsoft Office and Google Suite
- Experience with Raiser's Edge and GiveCampus a plus
- Impeccable and persistent work ethic and a commitment to being part of a goal oriented team that works collaboratively within the department, with alumni volunteers and across the School
- Flexibility to work evenings and weekends as needed for events and related job responsibilities
- An entrepreneurial growth mindset

SALARY AND BENEFITS

The salary range for this 12-month administrative position is $60,000 to $72,000.

Hackley School offers a comprehensive benefits package that includes a medical, dental, and vision package; sick and vacation time; life insurance, AD&D, and long-term disability insurance; flexible spending or health savings account; tuition remission; and the possibility of on-campus housing, as well as an attractive 403(b) retirement plan, support for professional development, meals in our dining hall, and much more. Learn more about Hackley at www.hackleyschool.org.