



Director of Alumni Relations

Fremont, Nebraska

Archbishop Bergan is one of the primary ministries of the St. Patrick's Catholic Church parish in Fremont, Nebraska. Its history dates back to the founding of St. Patrick's Elementary in 1913. As a result of its early successes, impact, and importance to St Patrick's parish, parishioners came together to construct a High School in 1950, graduating the first class in 1951. The school was officially renamed Archbishop Bergan in 1960.

With a current enrollment of 472 students in grades Pre-K through 12, Bergan strives to develop all our youth to their highest potential by nurturing their intellectual, emotional, spiritual and physical development. Our community is committed to providing an inclusive and diverse learning environment that encourages values that recognize each student as a unique individual. Bergan graduates are well-rounded individuals who have excelled in the academic, co-curricular and lessons of character and learned the core values of faith, knowledge and service. The 22 graduates of the Class of 2016 were accepted to a combined total of 12 colleges and universities in 3 states. The Class earned over \$1.3 million in scholarships.

Bergan has strong levels of support from current Alumni, Parents, St Patrick's Parish, and the local community. Bergan hosts one major fundraising event and numerous smaller alumni events each year and has an ever expanding endowment portfolio of approximately \$3 million including 40 endowed funds.

Director of Alumni Relations:

As a key member of Bergan's Development team, the Director of Alumni Relations is responsible for all aspects of building long term relations with Alumni and other members of the Bergan community. This position leverages alumni relations efforts and strong communication practices into increased volunteer and financial support for Archbishop Bergan. This energetic and people oriented professional directs and manages all aspects of the Alumni Annual Giving and Alumni Relations programs. The Director of Alumni Relations reports to the Director of Development and Stewardship.

Major Functions and Responsibilities:

- Cultivate and Nurture Alumni relations, including members of Alumni Board, actively engaged Alumni, un-engaged Alumni, current students and parents, and Bergan staff;
- Manage all Alumni Communications including; Monthly Alumni Email Updates, Social Media posts, the biannual *Bergan Knights Forever Magazine*, and the Bergan Annual Report;
- Develop and Manage an effective Alumni Annual Giving Campaign and Strategy, with specific attention to growing Alumni support of Bergan Annual Fund, Bergan Planned Giving and Endowments, and the Annual Bergan Knight Event fundraiser;
- Support Alumni Board in Development and Implementation of strategic plan for engaging more Alumni and growing Alumni gifts;
- Expand and enhance volunteer programs for Bergan alumni and work cooperatively with members of the school community on behalf of the Institutional Advancement and Alumni Offices;
- Identify, recruit, train, manage, and provide recognition for alumni representatives, reunion volunteers, and others;
- Create targeted alumni events to serve the needs of alumni, including annual reunion, regional gatherings, and assorted special events;
- Develop and manage a budget for the alumni programs;
- Advance and Maintain a growing Bergan Alumni & Donor Database;
- Work Closely with Development, Advancement, and Stewardship teams to strategically grow financial support of the Bergan Annual Fund;

Experience and Skills:

- Ample experience and a proven track record of success in the management and direction of Alumni, Donor, or Client Relations programs.
- 1 – 3 years alumni relations or related experience.
- Exceptional Interpersonal and organizational skills.
- Demonstrated volunteer management experience.

- Knowledge of educational fundraising culture as an asset.
- Deep appreciation and understanding of the School's mission and the ability to articulate its values and vision internally and externally.
- Ability to work independently and as a member of a high performance team in a fast-paced environment.
- Ability to work with senior administrators and faculty on a collegial basis.
- Ability to prioritize and manage multiple tasks effectively and efficiently.
- Excellent written and oral communication skills.
- Versed in alumni or donor trends in independent school education.
- Bachelor's degree in a related field.

Compensation and Benefits:

The appointment is a full-time, year round, administrative position. Compensation based on candidate experience, degree attainment, and comparable Parochial School market.

Interested Persons

Submit Cover Letter and Resume to:

Oscar Duran
Director of Development and Stewardship
St. Patrick's Catholic Parish
402.721.6611 (ext. 17)
oduran@stpatsfremont.org

All inquiries and nominations are kept confidential.

Archbishop Bergan does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.