



Position Title: Alumni & Community Engagement Specialist

FLSA Classification: Exempt

Reports To: Advancement Director

Hours: 8:00 a.m.–5:00 p.m., full-time

Salary Range: \$55,000–\$70,000

Summary

The Alumni & Community Engagement Specialist plays a crucial role in keeping the school connected with its current and past community members. The role is an opportunity for someone who thrives when building relationships. The individual works with and across the entire Post Oak community—families, students, alumni, administration, faculty, and others. On any given day, the Specialist may engage with alumni and past Post Oak students; lead planning for small- and large-scale fundraising events; support gatherings that educate parents about Montessori practices and principles; and more.

This role reports to the Advancement Director and works closely with the Advancement, Marketing & Communications, and Enrollment Management teams.

Essential Job Functions

This role might be right for you if you enjoy and excel at the following:

Alumni Engagement (40%)

- Develop and begin implementing Post Oak’s first official alumni relations program, fostering long-term engagement with High School graduates and those who attended Post Oak prior to its first graduating High School class (2016).
- Build and maintain relationships with alumni and alumni families, strengthening their connection to the school.
- Plan and coordinate alumni events, which may include reunions, networking opportunities, and regional gatherings.
- Partner with the Advancement team to develop alumni-specific fundraising initiatives and cultivate alumni and alumni family giving.
- Maintain and update the alumni database in collaboration with the Advancement Services Manager, ensuring accurate tracking of alumni engagement and giving.

- Collaborate with the Marketing & Communications team to share alumni stories, updates, and milestones through digital platforms and publications.
- Establish an Alumni Advisory Council to encourage alumni leadership and volunteerism.

Community Engagement & Events (60%)

- Lead the planning and execution of school-wide experiences, including fundraising events, parent education, and community gatherings
- Assist the Advancement and Admissions teams with community outreach efforts that enhance family and prospective student engagement
- Partner with faculty and administration to facilitate opportunities for current students to connect with the broader community, including alumni

Required Skills and Qualifications

- Bachelor's degree and at least three years of professional experience in nonprofit alumni relations, event planning, advancement, or a related field (**Note:** In lieu of a bachelor's degree, additional years of relevant experience will be considered.)
- Strong interpersonal and relationship-building skills, with the ability to engage a wide range of constituents, including alumni, parents, students, and donors
- Exceptional organizational and project management skills, with the ability to manage multiple events and initiatives simultaneously
- Excellent written and verbal communication skills
- Proficiency with CRM and database systems, event management software, and digital communication tools (Post Oak currently uses Senior Systems and is transitioning to Veracross.)
- Ability to work occasional evenings and weekends for school and alumni events

Preferred Skills and Qualifications

- Experience working in an independent school
- Enthusiastic, personable, and welcoming, creating a sense of connection and belonging for all community members
- Detail-oriented and proactive, ensuring the successful execution of engagement initiatives and events
- Creative and strategic thinker, capable of developing new programs and engagement opportunities
- Collaborative team player, able to work across multiple departments to support school-wide initiatives

Post Oak acknowledges that those from underrepresented groups often apply only for jobs for which they meet all qualifications. However, no single candidate ever meets 100 percent of the qualifications. If many of them describe you, we encourage you to apply!

Post Oak is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, nationality, or ethnic origin with regard to hiring, admission, or in the administration of any of its programs.

We will accept applications on a rolling basis. However, to make the first round of interviews, please apply no later than May 9, 2025. Please visit our website for more information and to apply:

<https://www.postoakschool.org/about-post-oak/working-for-us>