

Position: Alumni Relations Coordinator and Development Assistant

Closing date for receipt of application: June 15, 2018

Peninsula Catholic High School in Newport News, VA, seeks a Development and Alumni Relations Coordinator (30 hours per week) to assist the Director of Development and Marketing with fundraising, scholarship solicitation, marketing and community outreach, events coordination, donor and alumni relations.

This position includes database management, strong written and verbal communication skills, speaking to groups about fundraising, event planning, social media and digital marketing management assistance, website updates, volunteer coordination, alumni relations and sponsorship procurement.

Prior development experience preferred. Proficiency with Donor Perfect, Constant Contact, Google Documents, Microsoft Suite, and InDesign a plus.

Job responsibilities include donor cultivation, alumni relations, gift acknowledgement, capital campaign pledge management, social media assistance, database management in Donor Perfect, communication with stakeholders, procurement, and volunteer coordination.

Ability to work a flexible schedule is a must. Occasional weekend and evening hours are required for this position.

If interested, please send cover letter, resume, writing sample and [diocesan application](#) to the Director of Development & Marketing, Robin Thomas, rthomas@peninsulacatholic.com.