

Alumni Relations Specialist

The Alumni Relations Specialist is responsible for the design and execution of projects, plans and initiatives that are generated by the Alumni Council within the maximum standards of service and quality and the ASF guidelines. This person is responsible for contacting and maintaining positive relations with alumni of the ASF. He/She is accountable for updating the alumni contact information and will work closely with the Donations and Database Specialist to ensure information is up to date and with the Upper School Counselors to identify senior liaisons or class alumni representatives. He/She is accountable for engaging alumni in the life of the school as volunteers, supporters and advocates. The Alumni Relations Specialist reports to the Director of Institutional Advancement and is responsible for reaching an annual fundraising goal as well as for the strategic expansion of the portfolio, as well as supporting the IA area in other activities.

Education and Certification Requirements:

- Bachelor's Degree
- Bilingual, English and Spanish

Qualifications and previous experience required:

- At least five years of professional fundraising experience or sales.
- ASF Alumni is a must.
- Organizational skills for assisting in the coordination of volunteer groups for diverse events (social, educational, fundraising, etc.).
- Superb writing skills and excellent communication ability, including phone calls and face-to-face.
- Excellent interpersonal skills and the ability to work well with both internal and external constituencies.
- Strong computer skills including MS Word, Excel and Power Point.
- Outstanding organizational and project planning skills, with an ability to multi-task and strong attention to detail.

Duties and responsibilities:

- Responsible for updating the alumni database directly on Raisers Edge on an annual basis.
- Develop an annual plan to increase alumni participation in ASF activities. Foster relationships with alumni to increase volunteer participation and financial support
- Work with the Alumni Council to coordinate and attend all fundraising and community building initiatives organized by the council (Annual Race, Networking Nights, Upper School Career Fairs, Annual Breakfast, Senior Awards Ceremony among others)

The American School Foundation, A.C.

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- Oversee the preparation and distribution of publications, informational materials, and other communications such as the Alumni section of Focus on ASF.
- Act as the liaison for alumni and various school areas
- Prepare reports and analyses setting forth the area's progress
- Respond to requests for information from alumni including facilitating the transcripts printouts.
- Coordinate alumni presence during ASF community events such as the Art Fair.
- Activities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.

Supervises: No one.

Reports to and Evaluated by: Director of Institutional Advancement. Shall be evaluated annually according to procedures established by school policy.

Application Procedure: Interested candidates should 1) Apply online at <http://solutions.asf.edu.mx/application> 2) send your CV, 3) send a copy of your degree / certificate of studies and documentation requested online. Please send the documentation in PDF format as an attached document.

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