



WYCOMBE  
ABBEY

## Job Description – Alumni Relations Officer

**Aim** Under the direction of the Director of Development and External Relations, the Alumni Relations Officer will actively contribute to driving engagement in the School's activities from Seniors and other supporters across the UK and internationally. The post holder will support the Director of Development and External Relations in co-ordinating all aspects of the School's national and overseas alumni and supporter events programme, including those in Asia. The successful candidate will also support the Communications team in ensuring an active flow of alumni news for the School's print, digital and social media communications. They will also take responsibility for maintaining accurate alumni records on the department database and work closely with the Development Officer to optimise use of the database.

**Reports to:** Director of Development and External Relations

**Hours:** 37.5 hours per week, 52 weeks per year.  
You will be required to work out of hours occasionally to ensure the successful delivery of alumni and supporter events.

**Holidays** 25 days of annual leave to be taken in School holidays.

### Areas of Responsibility

- Coordinate all aspects of the department's Seniors and supporter events programme, including on-the-day event management.
- Work closely with Development colleagues in increasing alumni fundraising activity.
- Work with the Communications team to provide interesting and engaging, high quality content for regular print and digital communications.
- Provide support to the Seniors' Consultative Committee, Seniors ambassadors and act as point of contact for the wider Seniors network.
- Liaise with the Communications team to maintain and develop the Seniors website and social media platforms.
- Maintain and manage alumni records in the departmental database, The Raiser's Edge, according to highest levels of compliance and best practice and work with the Development Officer to optimise use of the database across the team.
- Act as a brand guardian and ensure brand guidelines are implemented across all development communications.
- Liaise with external suppliers and provide administrative support to the Director of Development and External Relations, where required.
- Act in any other capacity to support of the work of the Development and External Relations Department.

## Person Specification

### Specialist Knowledge and Experience

- Event management experience, including liaising with venues and suppliers
- Experience creating supporter engagement materials
- Good experience of supporter engagement, including excellent understanding of alumni relations
- Excellent verbal and written communications skills
- Good understanding of fundraising principles
- Excellent relationship management skills, with the ability to develop constructive working relationships across the team and the wider School community
- Proficiency in MS Office including Word, Excel, PowerPoint and SharePoint
- Experience with The Raiser's Edge, Microsoft Dynamics CRM or similar CRM database
- An appreciation for and understanding of the priorities of an independent educational establishment

### Interpersonal and Organisational Skills

- Excellent organisational skills: ability to organise and prioritise work, meet deadlines and work effectively under pressure
- Creative approach to crafting engaging communications
- Positive and a can-do attitude
- Excellent project management skills
- High level of professionalism and integrity and a natural discretion and respect for confidentiality
- Experience of communicating confidently and effectively at all levels
- Proven ability to develop effective and supportive relationships with a variety of stakeholders

### Teamworking

- Enthusiastic and proactive, a team-player whilst retaining ability to work under own initiative.

### Flexibility

- The ability to adapt successfully to changing demands and conditions.

### Special conditions

- Appointment is subject to an Enhanced Disclosure & Barring check

### Child Protection Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

**The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.**

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.