



Alumni Relations and Development Manager

Briarwood Christian School (BCS), a ministry of Briarwood Presbyterian Church, located in Birmingham, Alabama, is a co-educational school serving over 1600 students in grades JK through 12. The school exists to provide a Christ-centered transformational education that equips and inspires each student to glorify God by maximizing his or her God-given abilities.

BCS seeks to hire immediately a full time Alumni Relations and Development Manager. This is a new position due to growth and expansion and is a 12 month position reporting to the Director of Development.

Personally, the employee's life shall reflect

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility and responsiveness
- A willingness to listen and respond to counsel
- Get along with others and excels at building and stewarding relationship
- Be a self-starter and be able to work diligently without supervision

Essential Functions and Responsibilities

- In collaboration with the Director of Development, create and implement a plan to establish a thriving alumni association including a Hall of Fame
- Develop and maintain the alumni database
- Create and implement a communications plan to reach and increase engagement with alumni
- Serve as the point of contact and assist as needed with reunion planning
- Assume the lead planning role for events such as new school year coffees with the administration, the New Student Tailgate, Alumni Homecoming Tailgate, Hall of fame event, Grandparent's Day Breakfast, and the PTF Appreciation Luncheon; this includes creating and implementing a communication plan for each event
- Assist in the planning and execution of key fundraising events outlined in the annual development plan
- Assist the Director of Development with maintaining constant contact with donors
- Facilitate BCS new baby spirit packs for Alumni
- In collaboration with the Director of Development, assist in the production of a bi-yearly magazine/publication for Alumni and Donors
- Create content for the alumni section of magazine/publication

Character and Competencies

- Mature, living, and active faith in Jesus Christ, and membership in good standing of a local evangelical church
- A passion and ability to effectively contribute to a positive work environment
- Demonstrated passion for and support of Christian Education
- Have a pleasant and engaging demeanor
- A high level of attention to detail
- Experience in public speaking and customer service
- Professional telephone and office etiquette
- Exposure to fundraising in a private school setting

- Exceptional written and oral communication skills including editing
- Exceptional IT skills and the ability to learn new software applications
- Ability to retain confidential information about BCS's constituents
- Agreement with the school's Statement of Faith and a lifestyle consistent with the school's Declaration of Moral Integrity (available on school website)
- Successfully complete a criminal background check (reviewed periodically) and MinistrySafe training (renewed every three years)

Required Education and Experience

- A minimum of a bachelor's degree from an accredited college/university; a degree in communications, public relations, marketing or a related field is preferred
- At least three years of work experience in communications, public relations, marketing, development, or related field
- A BCS alumnus is preferred

Work Environment and Physical Demands

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A request for reasonable accommodations must be submitted to the HR department.

Work for this position will primarily take place in an office. The physical demands of this position include lifting up to 10 pounds intermittently, between 11 and 50 pounds rarely; carrying up to 10 pounds intermittently, between 11 and 50 pounds rarely; pushing/pulling, climbing/balancing, kneeling, and crawling rarely; reaching, bending, stooping, and crouching intermittently; walking and standing regularly; and sitting often. To perform this job the person must be able to work for extended periods of time at a computer/keyboard; must be able to talk, hear, stand, sit, and/or walk for extended periods of time; and must possess normal manual dexterity and hand-eye coordination.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

- Prepare a one-page cover letter naming the title of the opening and including a brief introduction, Christian testimony, church involvement and outline of your key attributes that you feel reflect your suitability for this position.
- Prepare an up-to-date resume, listing all personal contact information, contact details of three references (who we will only contact after confirming with you), detailed educational credentials, and relevant work experience.
- Submit your cover letter AND resume to bcsemployment@bcsk12.org.
- Select candidates will be asked to complete an online application by invitation only.