



---

# ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

**Job Title:** Alumnae Engagement Coordinator

**Reports to:** Director of Institutional Advancement

**Position location:** Toledo, Ohio

**Date:** September 1, 2025

---

## **Position Purpose:**

The **Alumnae Engagement Coordinator** will cultivate meaningful relationships with St. Ursula Academy alumnae to foster lifelong connections that support the school's mission through engagement, volunteerism, and philanthropic support.

## **Mission:**

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

## **Essential Responsibilities:**

- Supports and promotes the mission, vision and core Ursuline values of St. Ursula Academy that are an integral part of our school community.
- Supports the Strategic Plan as indicated.
- Builds and maintains personalized relationships with alumnae across all graduation years through strategic outreach, events and communications.
- Works collaboratively with the Director of Donor Services and Special Events to plan, promote and coordinate alumnae participation and engagement in Reunion Weekend, Booster and Affinity events (athletics, clubs, etc.) and Athletic Hall of Fame.
- Responsible for planning, promoting and attending Alumnae Gatherings locally and throughout the country.
- Develops and coordinates alumnae career advisor network and speaker programs to support current students and fellow graduates in their career exploration journey.
- Collaborates with the marketing team on digital communications, including monthly Arrow Connect e-newsletter, alumnae features for Ursula Update magazine, promotional materials and social media content. Responsibilities include interviewing alumnae and school personnel, working across departments to include pertinent information, and assembling information to be published.



# ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

- Utilizes CRM systems and technology platforms to enhance engagement strategies
- Support school-wide events including Serata di Gala, Open House, Grandparent Mass, and athletic events.
- Partners with the admissions team on alumnae-daughter events and recruitment support.
- Make solicitation requests for financial support when appropriate and in coordination with advancement leadership.
- Develops healthy and productive relationships with all internal stakeholders of SUA.
- Performs all other duties as requested by the President and Director of Institutional Advancement.

## Education and Experience

A Bachelor's degree in business, marketing or related field is required. Three to five years of professional experience preferably in alumnae/i relations, sales, event planning, fundraising or communications is preferred. Alumna of St. Ursula Academy is strongly preferred.

## Knowledge, Skills & Abilities

- Must be self-starter/self-motivated, well organized, detail oriented and able to work with minimal supervision with excellent written, verbal and interpersonal skills
- High degree of professionalism and sensitivity to confidential information
- Team player with demonstrated ability to work collaboratively and maintain positive working relationships
- Proficient with utilizing social media, especially LinkedIn, as well as email marketing platforms in conjunction with strategy execution
- Must be comfortable asking for money
- Computer proficient; knowledge of Blackbaud's Raiser's Edge or other CRM a plus, as well as Microsoft Office products
- Demonstrates initiative and accept accountability; execute on projects, effectively manage time and communicate and respond to inquiries in a timely manner
- Should be accessible for activities before and after normal work hours including weekends, as needed
- Must possess skills necessary to efficiently plan and implement activities within policies and procedures
- Enthusiastic attitude and love for the mission of St. Ursula Academy

**Rate of Pay:** Commensurate with experience

**Contact Information:** Please apply online at St. Ursula Academy's website: [SUA Careers \(toledosua.org\)](http://SUA Careers (toledosua.org))