

# SAISD Foundation

## Alumni Engagement & Volunteer Manager

### Job Summary:

Reporting to the Executive Director of the SAISD Foundation, the Alumni Engagement & Volunteer Manager is responsible for creating opportunities for alumni of San Antonio ISD (SAISD), community members, and businesses to engage with the SAISD Foundation. This engagement includes opportunities to learn about the impact of the SAISD Foundation and leading a responsive volunteer program in line with the Foundation's Strategic Priorities and District Goals. The Manager cultivates and stewards relationships with alumni and community members to motivate them to invest human and financial capital in student and teacher success through the SAISD Foundation. The Manager is part of a five person team responsible for raising, investing and stewarding \$4M+ a year in SAISD Foundation and District programs that help all students and teachers thrive in SAISD public schools.

### Classification:

Exempt 12 month | Eligible for Health Benefits | Open until filled | Salary Commensurate with Experience

### Essential Job Functions:

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be required.)*

#### Alumni & Community Engagement

- Manages SAISD Nation platform, including:
  - Database of 100,000+ (50,000 active emails)
  - Content for website, blog, email blasts and social media, including a monthly e-news and other messaging as appropriate (i.e. direct mail, flyers, etc.)
  - Membership and benefits
- Launches and manages an SAISD alumni ambassador network program
- Interacts with alumni social sites (FB, Instagram, Twitter, LinkedIn) to share SAISD Foundation impact and cultivate alumni engagement
- Coordinates quarterly alumni engagement events
- Supports fall Inspire Awards distinguished alumni event and honoree nominations
- Develops an annual alumni giving campaign
- Manages @SAISDNation Instagram and works with Events Manager to plan SAISD Nation content for @SAISDFoundation Facebook, Twitter and LinkedIn
- Works closely with SAISD Communications Team to ensure SAISD Nation related content is well promoted to key stakeholders through district channels
- Builds business partnerships with businesses invested in SAISD (i.e. alumni, parents and friends) including point-of-sale and third party programs

#### Volunteer Program Management

- Oversees Book Buddies Program, including planning, logistics, training and management of a team of volunteer leads
- Co-manages SAISD Nation Remote mentorship program for first generation college students in partnership with SAISD Office of Postsecondary Initiatives
- Manages corporate volunteer relationships and Foundation pages on corporate volunteer portals
- Provides timely responses to volunteer inquiries from individuals and companies
- Recruits volunteer industry mentors to support students in SAISD P-Tech programs
- Updates SAISD Nation volunteer opportunities to ensure Foundation is recruiting in high-need, relevant areas that align with current District and Foundation priorities
- Promotes SAISD Nation volunteer portal to school stakeholders to share volunteer needs

- Keeps timely, accurate and current volunteer data and provides reports on a quarterly basis
- Promotes volunteer activities through all appropriate channels: SAISD Nation, social media, SAISD Foundation newsletter, etc. in coordination with the SAISD Foundation editorial calendar
- Builds relationships with volunteers through on-site and follow-up communication to ensure ongoing stewardship and donor cultivation
- Organizes and implements volunteer recognition activities
- Coordinates donation drives as a means of engagement to support priorities (i.e. instruments, luggage and college supplies, books etc.)

**Office Relations**

- Effectively manages personal interactions and a work relationship with coworkers, SAISD staff, Board Members and donors
- Keeps current with SAISD Foundation policies & procedures
- Supports SAISD Foundation's programs, activities and events as required
- Presents a positive image of the SAISD Foundation to all contacts
- Actively participates in weekly staff meetings and works as a part of the SAISD Foundation Team

**Job Requirements:**

**Minimum Requirements:**

- Bachelor's degree

**Preferred Requirements:**

- Two to five years of experience in volunteer management, alumni development, or event/program management

**Special Knowledge/Skills:**

- Ability to communicate succinctly and persuasively in written and verbal form
- Ability to use personal computer and software (Excel, Word, CSM, Canva) to develop spreadsheets, manipulate databases, update websites, and utilize a website platform to create emails, blogs, and infographics for wide distribution
- Demonstrated organization, communication, presentation and interpersonal skills
- Ability to network and make a match between interests and opportunities
- Ability to meet established deadlines
- Understanding of social media platforms for communication and engagement

**Working Conditions/Physical Requirements:**

- Physical requirements include occasional lifting/carrying of 10+ pounds with assistance
- Work will be in an office setting or work-from home as approved
- Must be able to travel across the city to schools, special meetings and events
- Must be knowledgeable of virtual meeting platforms such as ZOOM and Microsoft Teams
- Frequent contact with students, administrators, teachers, community members and volunteers
- Visual acuity, speech/hearing, hand/eye coordination and manual dexterity for essential functions
- May be required to work more than 40 hours during the workweek or on the weekend to include early morning and evening hours to support events and programs
- Adept in multidimensional communications methods including face-to-face interactions, social media, telephonic and written correspondence
- Must be able to pass a criminal background check
- Must have reliable transportation

**Interested candidates should submit a cover letter, resume and three references via email to Jennifer Twiss at [jtwiss@saisd.net](mailto:jtwiss@saisd.net) . SAISD Foundation is aiming to find a talented candidate to fill the position in a timely manner to enable onboarding with the incumbent.**