



## **JOB DESCRIPTION May 2026**

<b>JOB TITLE:</b>	<b>Advancement and Alumni Coordinator</b>
<b>DEPARTMENT:</b>	<b>Advancement</b>
<b>REPORTS TO:</b>	<b>Director of Advancement</b>
<b>TIME ALLOTMENT:</b>	<b>.7 EFT (subject to review); 46-week school year contract</b>

### **JOB SUMMARY:**

As part of the Advancement team (Admissions, Alumni, Communications, Fund Development, Volunteers, Marketing) at Linden Christian School (LCS), the Advancement and Alumni Coordinator will support the Advancement Team by managing alumni relations, coordinating special events, assisting in fundraising tasks/events, profiling volunteer engagement, and supporting marketing efforts to foster community engagement and promote the school.

The candidate will work with the Director of Advancement to develop and implement an integrated overall plan for the promotion, management, profile, programming and long-term sustainability of alumni at LCS. The candidate will help to inspire, inform, and engage the alumni community and greater LCS community via timely and informative newsletters, an engaging alumni web presence, events, and innovative social, and digital strategies.

The Advancement and Alumni Coordinator will support the Director of Advancement in fundraising initiatives and special events. While working in a collaborative team environment, this individual will be involved with planning and/or supporting events at the school including special events, alumni events, the fundraising banquet, new parent information evenings, etc.

The role will include opportunities to support the Advancement Team's overall promotional efforts by contributing to LCS marketing and communications initiatives. This may include providing input into printed and digital marketing material, developing website content, organizing, and supporting photo shoots/videography, and more.

The incumbent will have a strong belief in Christian Education and commitment to the LCS mission and vision, have strong communication skills, both written and oral, experienced in record management, and be a creative, critical thinker.

### **KEY RESPONSIBILITIES:**

#### **Alumni Engagement:**

- Manage alumni records, verifying and updating contact information.
- Develop and implement a plan for alumni engagement.
- Engage the alumni community through social media, mailings, and other forms of communication.
- Collect updates about LCS alumni success stories to share with the community.
- Manage alumni mailings through Mailchimp.
- Manage alumni social media accounts (Instagram/Facebook).
- Facilitate and plan alumni events, including class reunions.
- Participate in the development of alumni communications and alumni event planning



- Research and review best practices and methods of alumni engagement in other similar schools, incorporating trends and new ideas into LCS alumni activities

#### **Special Events/Fundraising Support:**

- Work with the Director of Advancement to plan for special events related to alumni, fundraising and admissions.
- Plan event logistics, including coordinating with outside vendors.
- Event guest management.
- Work with Communications to promote special events.
- Work with the Director of Advancement to support school fundraising initiatives.
- Assist with the Volunteer Appreciation Event and other volunteer recognition programs.

#### **Marketing/Graphics:**

- Work in partnership with the Advancement team to support school marketing efforts as needed.
- Conceptualizes and develops visual assets for school events and marketing campaigns.
- Supports the design of graphic assets ensuring consistent promotion and branding of school events.
- Work in partnership with the Director of Advancement to plan visually interesting and informative content for Linden's fundraising activities i.e. Giving Tuesday, annual fundraising banquet, yearend appeal, etc.

#### **REQUIREMENTS:**

- Punctual, dependable, ability to provide attention to detail and accuracy
- Possesses a professional demeanor and respect confidentiality
- Strong communications (written and oral) and interpersonal skills
- Strong organizational skills
- Interest in the LCS community, including events and activities taking place at the school
- Enthusiastic and positive attitude
- Enjoys working in a team environment
- Enjoys meeting and speaking to new people
- Creative “out-of-the-box” thinker, with the ability to implement new ideas and suggestions
- Working knowledge of Google Suite, Social Media Platforms, Microsoft Office
- Working knowledge of Adobe, Adobe Creative Suite and Canva
- Photography/videography skills would be an asset
- Availability to work occasional evenings and/or weekends
- Ability to work under pressure, problem solve and meet deadlines
- understanding of and adherence to confidentiality and privacy issues

#### **OTHER REQUIREMENTS:**

- A sincere love for Jesus Christ evidenced by lifestyle, including regular attendance at weekly church services
- Connection to the LCS community preferred
- Enthusiastic support of the Mission, Vision, and Core Values of Linden Christian School
- Affirm and adhere to the LCS Statement of Faith and Lifestyle Commitment
- Participation in corporate and individual prayer, school chapels and worship services, along with a deep understanding of the commitment to serve in a Christian environment



- Understanding of and adherence to confidentiality and privacy issues
- Provide a current Criminal Record Check and Vulnerable Sector/Child Abuse Registry Check

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.