



HORACE MANN SCHOOL

231 West 246th Street

Bronx, NY 10471

An Equal Opportunity Employer

Development Associate for Alumni Relations – Alumni & Development Office

Horace Mann School seeks an enthusiastic Development Associate to join our Alumni & Development Office. This position is a twelve month, full-time, support staff position reporting to the Director of Development. The annual salary range for this position is \$55,000 to \$75,000 based on experience.

Responsibilities include but are not limited to:

- Work with colleagues and key alumni volunteers to steward the School's relationships with longtime Alumni supporters. Engage with members of the alumni community by fielding inquiries, providing support, managing updates and organizing events.
- Assist the Director of Alumni Relations with alumni and donor functions by planning, executing, and assessing events. Annual events include Homecoming and Reunions, regional reunions, Alumni Council events including the AC Benefit, and donor events both on and off campus.
- Write and produce communications for invitations, social media outreach (Facebook, Instagram, LinkedIn), the alumni website, and the alumni newsletter.
- Manage the school's *Alumni Network* webpage including membership approvals and content.
- Maintain constituent information by updating Alumni and Parent records (re: change of address, marriage, employment etc.) in the RE Nxt database. Engage community members about milestone achievements for class notes and possible news articles.
- Provide administrative support as needed.

Requirements and Preferred Qualifications:

- Candidate must be team-oriented, well-organized, have excellent verbal and written communication skills and the ability to prioritize and multi-task in a busy office.
- Experience with planning, managing and coordinating events, especially alumni programs, preferred.
- Strong interpersonal skills that allow for effective relationships with a variety of alumni ranging in age and background.
- Proficiency with Microsoft Office, familiarity with RE Nxt, or similar database, and a broad understanding of developing and emerging communications technologies and platforms.
- Bachelor's degree and experience required. Prior experience in an educational environment preferred.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful

Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2022, the School enrolls 1,801 students from 154 zip codes, representing Manhattan, The Bronx, New Jersey, Westchester and Connecticut. Slightly more than 50% of students identified as race other than white and/or as Hispanic/Latinx and 2.6% of students identify as international. Slightly less than 52% of our students identify as girls and 48% of our students identify as boys. A third group expresses a different gender identity. Approximately 15% of our current students receive Financial Aid to attend Horace Mann. Thirty-five percent of School administrators, teachers, and staff members identified as race other than white and/or as Hispanic/Latinx. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's recent \$125 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

Interested candidates should submit a detailed resume and cover letter to:

employment@horacemann.org