



**Are you an educator who wants to make a real difference?
Saltus has the following opportunity**

Saltus Grammar School (Saltus) is a high achieving, co-educational day school educating students between the ages of 4 and 18. The school (Saltus) is a leading independent school in Bermuda and enjoys an excellent reputation in the local and international community. The school has a Primary Department, which embraces the Foundation Year, the Lower Primary and the Upper Primary years, and a Secondary Department which includes Middle School (Years 7-9) and Senior School (Years 10 & 11) and Saltus Graduate Years (SGY1, SGY2). The school's international curriculum blends the best of both UK and North American traditions, including its highly regarded Advanced Placement Programme. In addition to academic excellence, particular emphasis is placed on the all-round development of students.

Alumni Coordinator

Reporting to the Director of Advancement, the Alumni Coordinator will collaboratively implement all aspects of an alumni relations programme that engages our alumni in ways that contribute to their growth and connectivity to Saltus following their graduation and throughout their lives. The incumbent is responsible for organizing and implementing all activities of the alumni programme in an effort to grow participation and move donors to higher levels of giving.

Key Responsibilities include:

- Developing and implementing a yearly plan and calendar of events and strategies for alumni
- Assisting with the organization, coordination, and execution of Advancement events
- Planning and implementing events that include opportunities to encourage alumni engagement
- Acting as a resource for the department and students wanting interaction with alumni
- Managing alumni social media in coordination with the Communications Department
- Ensuring accurate and complete alumni records
- Developing and coordinating mailings, acquisition programmes, and special fundraising appeals
- Establishing and monitoring monthly goals for the alumni volunteer team
- Preparing and analyzing alumni metrics
- Participating in all fundraising activities as requested
- Providing assistance with various administrative related duties
- Other duties as required

Minimum Qualifications, Experience & Skills:

- Minimum of a postsecondary degree
- Minimum of (3) three years' experience in alumni relations, annual giving, marketing, communications, or a similar role
- Experience with database management systems, an asset
- Must possess strong oral/written communication and interpersonal skills
- Proficient in MS Office suite of programs
- Proven ability to handle confidential information
- Strong relationship building and networking skills
- Ability to interact and communicate with various stakeholders at all levels
- Ability to manage competing priorities with ease
- Ability to thrive in a fast-paced environment with multiple deadlines
- Ability to work independently and as well as in a team environment
- Eagerness and willingness to learn
- Strong analytical and computer skills
- Attention to detail and highly accurate
- Tactful and diplomatic
- Sense of humor
- Clean criminal record

Candidates are requested to e-mail a cover letter and resume to the People and Culture Department at:

Email: Human.Resources@saltus.bm

Saltus Grammar School

P.O. Box HM 2224, Hamilton HM JX, Bermuda

Telephone: 441-292-6177

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CLOSING DATE: March 28, 2023

For further information on Saltus Grammar School, please visit the school's website at www.saltus.bm