



MOUNT ST. MARY ACADEMY

Coordinator of Events and Alumnae Relations

Mount Saint Mary Academy, an all-girls Catholic high school in Buffalo, NY, serving grades 9-12, is seeking a **Coordinator of Events and Alumnae Relations** who serves as an integral part of the school's Development team. This is a 12 month position in the Advancement office.

Position Overview:

Mount St. Mary Academy is seeking a philanthropy professional to help lead fundraising efforts to support our exciting work. In particular, the Coordinator works to promote the school and create a positive rapport with alumnae from all class years, striving to reconnect classmates and become viable donors. This position serves as coordinator to many key development and school events, providing vision and direction to ensure successful planning and implementation.

Essential Duties:

Alumnae Relations:

- Coordinate and support alumnae reunions and class connections for reunions
- Serve as school lead for and the liaison to the MSM Alumnae Board.
- Coordinate local and regional alumnae/donor events including Alumnae Events, including Breakfast with Santa, Home for the Holidays, and other Alumnae Board events. The coordinator will also be involved with Centennial planning and events.

Development:

- Develop and maintain relationships with key MSM Alumnae and Donors
- Support the Annual Giving Day campaign
- Assist with fulfilling stewardship responsibilities for donors at gift-giving levels

Events:

- Coordinate and execute all Development events, including Meat Raffle, Chrysalis Auction, gift gatherings, and Reverse Raffle.

Qualifications:

- Bachelor's degree in marketing, communications, or business preferred
- Minimum of 1-2 years' experience in fundraising in a non-profit organization or with a comparable organization utilizing parallel transferable skills.
- Experience organizing and implementing events.

- Proven experience of having expanded and cultivated existing donor relationships over time.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of people and build long-term relationships.
- Strong organizational and management skills.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Strong knowledge of MS Office, Google Suite and Raiser's Edge (or other fundraising CRM).
- Passionate about the mission of Mount St. Mary Academy and willingness to be a community representative and advocate of the school.

Other Details:

The contract year for this position is a 12 month position. The annual salary range is \$40,000 - \$44,000 based on previous experience and professional background.

Ideal start date is June 1, 2026 with renewal for the new academic year. Candidates will be considered for an earlier start date if desired.

The Coordinator of Events and Alumnae Relations should be a visible presence at school functions when possible: sporting events, fundraisers, liturgies, student activities, etc. to build bridges with current and future alumnae.

The Coordinator of Events and Alumnae Relations will be responsible to perform other duties as assigned by the Principal or Director of Advancement

The application deadline is Friday, May 1, 2026. Please submit a cover letter and resume to bprince@msmacademy.org, Director of Advancement.