



NEW HAMPTON SCHOOL

Job Description: Director of Alumni Engagement
Reports to: Assistant Head of School for Institutional Advancement
Classification: Year-round, Salaried, Exempt Position
Updated: July 2026

Job Summary:

The Director of Alumni Engagement will plan, coordinate, and execute comprehensive alumni programs for New Hampton School. The Director will manage the Alumni Association, working to recruit key volunteers to move the New Hampton School alumni programming forward. The results of their effort will be exhibited through greater alumni involvement, better event attendance, increased annual and Reunion giving, and stronger involvement of alumni in institutional leadership and volunteer roles. In addition to the Assistant Head of School for Institutional Advancement, the director works closely with the Associate Director of Advancement, the Assistant Director of Alumni Relations, and the Events Coordinator.

Specific duties:

This position is responsible for providing opportunities for alumni to become more involved with New Hampton School

Alumni Relations:

- Assist in developing work plans for the Assistant Director of Alumni Relations and the Events Coordinator to further develop engagement opportunities for NHS constituents
- In conjunction with the Associate Director of Advancement, and Assistant Director of Alumni Relations, oversee staff involvement of Reunion committees to increase Reunion Weekend attendance and class gift participation
 - Spearhead class volunteer recruitment
 - Organize and execute committee communication throughout the Reunion year cycle to include conference calls, letters, etc.
 - Collaborate with team members on Reunion fundraising, in particular the 50th Reunion
- Lead Alumni Association and other volunteer opportunities to engage our alumni community
- Lead monthly meetings for key volunteers:
 - Actively recruit and manage the Alumni Association subcommittees
 - Manage sports and non-sports awards programs
 - Recruit and manage committee of volunteers in support of annual golf tournament
 - Oversee the New Hampton School Alumni LinkedIn page. Direct/create content. Provide direction and assistance to the Assistant Director for the alumni Instagram account
 - Work in collaboration with the Student Life Office to facilitate Alumni in Residence opportunities as well as alumni classroom visits, community meetings, alumni panels, etc.
 - Organize ad hoc meetings of groups of alumni, as requested
- Conduct in person meetings with NHS constituents to cultivate and steward important School alumni relationships with a goal of two days out of the office a month
- Assist with writing, editing, and providing content for the monthly electronic alumni newsletter and the *Hamptonia*
- Provide content for regular updates to the school website
- Provide guidance and content for Head of School scripts and AHIA for Advancement related programs and events

Event Oversight:

- Create and manage workplan for all annual and special alumni events
- Develop programming for alumni events throughout the year to include, but not limited to Reunion Weekend, regional events, etc.
- Responsible for overseeing, publicizing, and implementing all on- and off-campus events with assistance from the Assistant Director of Alumni Relations and Events Coordinator
- Coordinate staff outreach to event invitees and event volunteers
- Oversee event program and draft talking points for event speakers as well as event follow up correspondence

Required Qualifications, Skills, and Knowledge:

- Bachelor's degree
- Significant and relevant experience with alumni relations work at the independent school, college, or university level
- Demonstrated ability to work with a variety of constituencies
- Ability to adapt to new software and tools related to communication
- Experience managing and working with adult and student volunteers
- Outstanding ability to manage multiple projects and meet deadlines
- Commitment to teamwork and ability to collaborate with colleagues to align advancement strategies
- Excellent written and verbal communication skills
- Warmth and sense of humor
- Standard computer skills, including email, database management, Microsoft office suite, PowerPoint, etc. Raiser's Edge database experience preferred
- Successfully complete a driving record check and criminal background check

Physical Work Environment:

- Must have the ability to meet the physical demands of sitting or standing for prolonged periods of time at a desk or computer workstation, and using repetitive arm, hand, and finger movements as required for computer input
- Must manage multiple projects at once and set priorities
- Must be able to lift up to 40 pounds and do other general physical labor

How to Apply:

Applicants should send a resume and cover letter to the Director of Human Resources Theresa Hill at thill@newhampton.org