



215 S. Dr. Martin Luther King Jr. Blvd.
 South Bend, IN 46601
Phone: 574-393-6004
Email: sbaa@sb.school
www.SouthBendAlumni.com

Job Title:	Executive Director, South Bend Alumni Association
Position Type:	Administrative, 30 hours/week
Salary:	\$40,000 with incentives for successful fundraising
Contact:	Jessica Brookshire Chairman, SBAA

Resumes Accepted By: September 15, 2017

E-MAIL: BROOKSHIRE.4@ND.EDU

Attention: Executive Director Search Committee

MAIL: SOUTH BEND ALUMNI ASSOCIATION

215 S. DR. MARTIN LUTHER KING, JR. BLVD.

SOUTH BEND, IN 46601

Position Summary Statement:

ROLE AND RESPONSIBILITIES

The South Bend Alumni Association (SBAA) Executive Director is responsible for providing administrative direction and coordination of our mission to support education in our schools by funding extra and co-curricular activities and instilling an awareness of the need for student service in the community.

This individual will report to and work closely with the Executive Committee of the Board. The Executive Director serves as a liaison between the SBAA and external constituents, including: media, donors, members, consultants, corporations, corporate foundations, educational partners and visitors. The Executive Director supervises all SBAA staff, interns and volunteers.

In addition to leading the SBAA, this individual will provide some executive support for the Casaday Costume Company, whose mission is to preserve, enhance, and provide historic costumes and accessories for use by regional arts groups, educational organizations and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

% OF TIME

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ADMINISTRATIVE/MANAGEMENT Develops strategic plan and the implementation with the Board of Directors. Staffs and coordinates SBAA functions and events including the annual Hall of Fame Dinner, Golf Outing, monthly Lunch Club, and Reunion services. Tracks scholarship and Co-Ex Grant applications. Oversees the office and supervises staff and interns. Plans and prepares the SBAA budget, records revenue and pays expenses using QuickBooks and implements Neon CRM database to track and communicate with donors and friends.	50%

The South Bend Alumni Association, Inc. is a 501(c)(3) not-for-profit corporation.
 Contributions to the SBAA are tax deductible to the extent allowed by law.

<p>DEVELOPMENT/FUNDRAISING</p> <p>Oversees fund development, donor relations, membership services and an annual development campaign. Identifies and meets with existing donors and sponsors and identifies new prospects. Writes grant proposals to local foundations in support of the mission.</p>	<p>20%</p>
<p>COMMUNICATIONS AND MARKETING</p> <p>Develops promotional materials using consistent branding regarding SBAA using various mediums (newsletter, Lunch Club, website, Power Point, etc.). Identifies opportunities to engage others in the SBAA functions and services through networking and presenting to local groups. Works closely with staff and Board of Directors to disseminate information appropriately to community.</p>	<p>15%</p>
<p>BOARD AND VOLUNTEER ENGAGEMENT</p> <p>Engages participation from the board and other volunteers. Provides support for all Board committees. Recruits new board members and collaborates with partners from the SBCSC and various community groups aligned with the SBAA mission.</p>	<p>15%</p>

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Passion for a strong public education system thru support of extra-curricular programs
- Nonprofit experience working with a Board of Directors, volunteers, community partners and grant applications
- Strong communication skills
- Sales/Marketing and/or Development/Fundraising experience required
- Undergraduate degree required

ADDITIONAL NOTES

The South Bend Alumni Association is a small office. The chosen candidate is expected to be a hands-on leader. Additional information about the SBAA is available at <http://southbendalumni.com/> and the Casaday Costume Company at <http://casaday.org/>.