



Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

Cretin-Derham Hall is a Catholic co-educational high school serving 900+ students in grades nine through twelve, located on a large campus in the residential neighborhood of Highland Park in St. Paul. Co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young men and women of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education.

We are committed to the values of Catholic, Academic, Leadership, Community, Service, Diversity, and Equity.

Alumni Relations & Events Coordinator

The Alumni Relations & Events Coordinator advances the mission of Cretin-Derham Hall through developing relationships with alumni, parents and friends of the CDH Community and facilitating the production of all special events. This includes the development of a coordinated communication and engagement plan for the alumni from Cretin, Derham Hall and Cretin-Derham Hall. This position will work in coordination with the CDH Communications & Marketing office for the messaging to the alumni community and for the CDH special events.

Principal Duties and Responsibilities (Essential Functions):

- Establish, build and maintain relationships with alumni locally, regionally and nationally through a strategic Alumni Engagement Plan
- Provide Project Management leadership for all event planning in the Advancement Office
- Serve as the staff liaison to the CDH Alumni Board and the CDH Athletic Hall of Fame Committee
- Ensure accurate and complete alumni database records, capture contact, biographical and career information & achievements on alumni

Required Knowledge, Skills and Abilities:

- Comfortable in a fast-paced environment with multiple tasks and projects at hand
- Ability to see the big picture while attending to details
- Able to organize and manage large amounts of files, tasks, schedules and information
- Self-directed and able to work without supervision
- Excellent written verbal and communication skills
- High level of flexibility in hours available to work, including nights and weekends
- Proficient computer skills, including Microsoft Office, Excel, scheduling appointments/updating calendars, etc.

Education and Experience

- Bachelor's degree required
- Preference for previous experience in event and meeting planning

This is a full-time, year-round, benefit eligible position working on-site.
The salary for this position is commensurate with experience.

Application deadline – April 18, 2022

To apply, please send resume and cover letter to Regan McCormack, Human Resources Manager, at rmccormack@c-dh.org.

Catholic Academic Service Leadership Community Equity Diversity

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