



ROSARY ACADEMY

Outreach Manager

Rosary Academy is seeking a full-time **Outreach Manager**. Working in the Advancement Department, the Outreach Manager will promote the vision and mission of the school to prospective students and families, partner schools, and alumnae.

QUALIFICATIONS

Bachelor's degree required. Minimum of 3 years in a full-time admissions/outreach position or equivalent with demonstrated success, preferably in education. Excellent communication skills, both verbal and written; ability to independently produce publications. Experience in Microsoft Word suite and database management. Detail-oriented and organized with ability to multi-task and prioritize workflow. Highly motivated and commitment to Rosary Academy's mission and vision

Essential Duties & Responsibilities: include, but are not limited to:

1. Represent Rosary Academy at school visits, high school fair nights, on-campus shadow days and admissions events
2. Assist the Director of Admissions to develop an outreach plan for prospective students in grades 1-8
3. Coordinate the shadow day program
4. Network and develop professional relationships with alumnae, partner schools, and community organizations
5. Develop a creative and dynamic Alumnae Association
6. Lead and collaborate with on-campus personnel in the development and execution of on-campus alumnae events
7. Coordinate key family and alumnae efforts in targeted school and parish communities
8. Work with the Royal Ambassador student program
9. Additional duties as assigned

This is a full time, exempt, benefit-eligible position. Employment is contingent on fingerprinting and background check clearances. Hours are typically Monday through Friday 8:00 am to 5:00pm; evening and weekend hours are required.

To apply for this position, please send your cover letter, resume, and salary history electronically to: Caroline Ramirez, cramirez@rosaryacademy.org, Human Resource Manager