



**Career Opportunity: Alumnae Engagement Officer**  
**\*10 months per year (September-June)\***

St. Mary's Academy (SMA), a Catholic school for girls rooted in the tradition of the Sisters of the Holy Names of Jesus and Mary, is dedicated to nurturing young women in spirit, mind, and body. The SMA Foundation supports the school's mission and works to ensure long-term financial health and sustainability of the Academy.

We are currently seeking an **Alumnae Engagement Officer** to join the SMA Advancement Department. The Alumnae Engagement Officer is responsible for building and sustaining lifelong relationships between St. Mary's Academy and its global alumnae community. This role leads a comprehensive engagement strategy that connects alumnae to the mission of the school through meaningful participation, community-building experiences, and opportunities for service and philanthropy.

**Key Responsibilities:**

- **Lead Engagement Strategy:** Develop and implement comprehensive alumnae engagement strategies and annual plans that foster lifelong connection, strengthen institutional identity, and advance participation. Design, pilot, and evaluate programs and initiatives to support continuous growth and impact.
- **Build Relationships and Partnerships:** Cultivate and sustain strong relationships with alumnae, students, volunteers, and community partners. Serve as liaison to the SMA Alumnae Association and support collaboration across the school community to advance engagement priorities.
- **Plan and Deliver Events and Programs:** Lead the planning and execution of alumnae-focused events and opportunities, and support Advancement-led initiatives such as fundraising galas. Manage budgets, timelines, and logistics to ensure successful delivery.
- **Communications and Storytelling:** Develop engaging content for event materials, newsletters, magazines, social media, and the website. Support storytelling that celebrates alumnae, strengthens connection, and reflects SMA's mission, values, and heritage.
- **Administration and Reporting:** Maintain accurate records, track engagement and participation metrics, and prepare reports and after-action reviews to support data-informed decision-making and continuous improvement.

**Qualifications:**

- Post-secondary education in alumni/community relations, event management, communications, marketing, fundraising, or a related field; an equivalent combination of education and relevant experience will also be considered.
- SMA alumnae standing required.
- Experience working in alumni or community relations an asset.
- Excellent communication and relationship-building skills.
- Strong organizational, time, and project management skills.
- Proficiency in Microsoft Office 365; experience with Raiser's Edge or a similar database an asset.
- Relationship with the Sisters of the Holy Names of Jesus and Mary and standing as an SNJM Associate an asset.

Additional information: This position works 37.5 hours per week for 10 months per year (September-June). Some flexibility in hours may be required to meet project deadlines and in support of events.

**To apply, please send your resume and cover letter to (posting will remain open until filled):**  
**Kate Hodgert-Fennell, Director of Advancement and Development**  
[khodgert-fennell@smamb.ca](mailto:khodgert-fennell@smamb.ca) 204 478 6031

Join us in celebrating SMA's extraordinary history and contributing to its legacy for future generations!

*We welcome and encourage all inquiries and interest. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. All applicants are thanked for their interest; those being considered will be contacted. All applications will be held in confidence.*