



THE STORM KING SCHOOL

Position Announcement: Manager of Alumni Relations

Start Date: October 1, 2025

The Storm King School is an 8th-12th grade, co-educational, college preparatory boarding/day school of 180 students. Our students come from throughout the US and 23 countries. We are located in the spectacular Hudson Highlands, overlooking the Hudson River and surrounded by 6,000 acres of green space made up of Black Rock Forest and Storm King State Park.

The **Manager of Alumni Relations** will:

- Develop and implement alumni engagement strategies by assisting with the coordination of events, communications, and volunteer opportunities.
- Manage all aspects of the Storm King School Alumni Council, including serving as recording secretary, scheduling and supporting three committee meetings, updating materials, and leading annual orientation for new members.
- Build and maintain strong alumni relationships, responding to inquiries and initiating outreach, including campus visits.
- Coordinate alumni programs such as Career Day/Week, classroom visits, artist residencies, and Reunion awards.
- Recruit and support class agents for “honor years,” including generating lists and preparing correspondence.
- Monitor and respond to emails sent to **alumni@sks.org**.
- Gather alumni content for submission to *On the Mountain* magazine.
- Generate content for the Storm King Alumni Network on LinkedIn and alumni social media channels.
- Assist with the creation and distribution of a weekly Parent Newsletter, and other marketing initiatives as needed.
- Perform other duties as assigned by the Director of Development and Head of School.

Desired Qualifications:

- Minimum of one year of experience in alumni relations, fundraising, or event planning.
- Exceptional written and verbal communication skills.
- Strong organizational skills; ability to prioritize multiple tasks and meet deadlines.

- High level of integrity, professionalism, and discretion.
- Strong interpersonal skills and ability to relate to a diverse alumni community.
- Proficiency with technology; experience with Raiser's Edge or similar CRM preferred.
- Ability and willingness to work occasional evenings and weekends as needed.

Salary and Benefits: Salary negotiable, likely in the range of \$47,000-55,000 depending on experience. A full range of benefits are included.

How to Apply: Please send a cover letter, resume, a list of three professional references to: **Sarah Fulton, Director of Development**, via email at **employment@sks.org**.

Website: www.sks.org

The Storm King School is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.