



NORTH CROSS SCHOOL

Assistant/Associate Director of Stewardship and Engagement



The Opportunity

North Cross School, a co-ed JK3 - 12, day and boarding school located in Roanoke, Virginia has a full-time position available for an Assistant or Associate Director of Stewardship and Engagement starting the 2024-25 school year.

Reporting directly to the Assistant Head of School for Advancement, this position plays a crucial role in advancing the school's mission through effective engagement, communication, and fundraising strategies.



Major Duties and Responsibilities

Support and promote the mission and strategic plan of North Cross School

- Work with the Assistant Head of School for Advancement to engage, steward, and promote the mission of North Cross School to alumni, donors, the school community, and regional communities.

Plan, develop and execute the School's stewardship and alumni engagement campaigns

- Create, prepare, and facilitate all donor recognition events.
- Coordinate with NCS maintenance and custodial staff for set-up and event staffing needs.
- Work closely with the Director of Operations and Strategy for Advancement to develop invitation lists and correspondence lists that are pertinent to events and initiatives being planned.
- Coordinate with Director of Communications and Marketing on the design, print, and mailing for all publications/invitations related to stewardship and engagement events.
- Serve as liaison between Advancement and management of the School calendar.
- Manage all RSVP lists for Advancement and Proctor House events.
- Create name tags and manage name tag bank.
- Oversee development and execution of Alumni Reunion Weekend.
- Work closely with Head of School and Assistant to the Head of School to manage faculty/staff assemblies and other internal events.

Develop and administer a stewardship program for endowment donors

- Administer endowment reporting to donors.
- Administer a student thank-you note initiative.
- Work with Communications and Finance departments to develop and administer endowment reports.

Manage, develop, and support the North Cross School Alumni Board

- Serve as the chief liaison between the North Cross School Alumni Board and Assistant Head of School for Advancement.
- Work closely with the Advancement team to identify alumni that would be excellent Alumni Board members.
- Assist in training Alumni Board members and the role of the Alumni Board
- Work with the executive members of the Alumni Board to establish the agenda for each Alumni Board meeting.
- Oversee Athletic Hall of Fame nomination and selection process.
- Oversee Distinguished Alumni nomination and selection process.
- Oversee Alumni Service nomination and selection process.
- Attend all Alumni Board meetings and gatherings.
- Schedule local and regional Alumni cultivation events.



OUR MISSION

North Cross School is an independent, nonsectarian, college-preparatory school located in Roanoke, Virginia that serves children from early childhood (age 3) through twelfth grade. North Cross provides a rigorous academic curriculum, competitive with the best college-preparatory schools in the Commonwealth of Virginia.

While we explicitly recognize the importance of intellectual development and academic achievement, we also strive to promote personal integrity, empathy, and responsibility to self and community. Through this, our graduates will act as leaders in the local and global communities, persons of intellectual and moral courage, and scholars in the service of others.

- Develop and implement class agent program, and increase alumni communication and alumni presence at the school.
- Work with Director of Communications and Marketing to identify content for bi-monthly Alumni newsletter and regular social media posts.

Other essential tasks

- Be aware of external communication for the school.
- Provide Advancement with reports regarding Alumni engagement RSVP lists (local and regional)
- Attend regular agency meetings, including Parents' Association and Alumni Board, to remain aware of parent volunteer activities.
- Implement strategies to increase parental involvement in volunteer activities and develop acknowledgement plan.



School Profile

North Cross's next Assistant/Associate Director of Stewardship and Engagement will be a part of a thriving school community. As the premier independent school in the Roanoke Valley serving students in JK3 through 12th grade, North Cross enjoys a healthy enrollment, an engaged parent and alumni community, a joyful and dedicated student body, and an outstanding teaching faculty. The school's annual giving contributes over \$750,000 to the operational budget. The most recent capital campaign, The North Cross Legacy Campaign, raised over \$13 million, which transformed the campus with a renovated Upper School, a new Student Commons and Library, as well as an Administrative wing. A beautiful new green space in the heart of campus connects all academic divisions.

North Cross boasts a strong reputation for its impressive academic programming and robust arts and athletic programs. Foundational to the student experience is North Cross's Honor Code, its student leadership initiatives, and its international programming. As a mission-driven institution, North Cross is committed to character education and developing leaders in local and global communities. Its emphasis on global programming includes an international campus in Shanghai as well as a partnership with an international and domestic boarding program located in downtown Roanoke.



To Apply

The Assistant/Associate Director of Stewardship and Engagement will be an integral part of our school community, contributing to the overall success and growth of our Advancement operations.

Applicants should submit a CV/resume and cover letter expressing interest in the position to Human Resources Operations Coordinator Ashley Turner (aturner@northcross.org).



North Cross School