

Diocese of Nashville

<https://dioceseofnashville.com/job/director-of-advancement-communications-and-alumni-relations/>

Director of Advancement, Communications, and Alumni Relations

Description

Classification: Full-Time

Hours: Monday-Friday, 7:30am-4:00pm (daily one-hour lunch break), with occasional evening, weekend, and off-site responsibilities.

General Description

The Director of Advancement, Communications, and Alumni Relations provides leadership for Aquinas College's fundraising, institutional communications, and alumni-engagement efforts. Working closely with the President, the Director cultivates relationships with benefactors and alumni, oversees advancement operations and stewardship activities, directs institutional communications, and advances the strategic priorities of the College. As a senior representative of Aquinas College, the Director serves a ministerial role in promoting the College's Catholic and Dominican mission through advancement, communications, alumni engagement, and public representation, helping communicate and strengthen the College's Catholic identity, educational mission, and apostolic work.

Full position description available at aquinascollege.edu/employment.

Qualifications

- Practicing Catholic in good standing whose manner of life is consistent with the teachings of the Catholic Church and who can faithfully support, articulate, and advance the Catholic mission of Aquinas College.
- Bachelor's degree required; advanced education or relevant professional development desirable.
- Demonstrated experience in advancement, fundraising, communications, alumni relations, nonprofit leadership, or a related field.
- Excellent written, verbal, interpersonal, and relationship-building skills, with the ability to communicate effectively with diverse audiences, including benefactors, alumni, Board members, faculty, staff, and community partners.
- Demonstrated ability to articulate Catholic educational principles and institutional mission to diverse audiences.
- Strong leadership, strategic-thinking, organizational, and project-management skills, with the ability to manage multiple priorities and bring initiatives to completion.
- Proficiency with advancement databases, spreadsheets, reporting tools, data analysis, and related office technologies.
- Ability to analyze advancement and engagement data and present clear recommendations to leadership.

How to Apply

Interested applicants should submit a cover letter and resume to Madison Perry at perrym@aquinascollege.edu. Applications will be reviewed on a rolling basis. Preferred start date is November 1, though this is flexible based on candidate

Hiring organization

Aquinas College

Job Location

Nashville, TN

Date posted

September 28, 2026

Valid through

01.11.2026

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