Alumni Coordinator

The Alumni Coordinators role is to organize the Balmy Beach Rugby Alumni by coordinating and implementing events such as bi-annually alumni dinners, old boys games, jersey celebrations, social and fundraising events. The Alumni Coordinator will implement programs to maintain and promote alumni interest and to support and strengthen the ties between the current and former players.

- Assist in alumni engagement by coordinating and implementing events, specifically Alumi Dinners (Twice per year), an alumni pub crawl, and an alumni golf tournament.
- Assist in implementing programs to maintain and promote alumni interest and support such as Alumni Day and one home game per year.
- Recommend strategies to the Rugby Exec for strengthening alumni participation and support.
- Assist with preparation of grants and proposals, as needed or assigned.
- Oversee the implementation and management of assigned programs which includes the recruitment and coordination of a volunteer alumnus base.
- Maintains orderly and accurate alumni records including but not limited to the email list
- Use database to accurately record, track and report Alumni donations.
- Communicates donor written commitments (pledges) to the club President and the Treasurer as soon as they are received.