

**ASSISTANT / ASSOCIATE DIRECTOR OF PARENT RELATIONS
HARVEY MUDD COLLEGE**

Harvey Mudd College, one of the premier private liberal arts colleges of math, science and engineering in the nation, is seeking an Assistant / Associate Director of Parent Relations to work in the Office of College Advancement. This is a full-time, 12-month, exempt, benefits-eligible position and requires frequent evening and weekend hours and extensive regional and significant national travel. Salary is dependent upon qualifications with a minimum \$3,750.00 per month. HMC offers a competitive benefits package.

Through increased focus on parent relations, communications and other means, the College seeks to foster deeper relationships and richer engagement with the parents and families of its students. Focusing primarily on parent engagement, the Assistant/Associate Director of Parent Relations reports to and works with the Director of Alumni and Parent Relations to provide planning and leadership in implementing programs and local and regional events that engage faculty, staff, students, and alumni with parents, as well as parent-only activities; collaborate with the Associate Director of Alumni Relations regarding alumni engagement; develop new volunteer management strategies to effectively engage the College's parent population; collaborate with campus colleagues in enhancing electronic engagement and communications of parents; and provide leadership in enhancing networking opportunities among parents connected with the College. In consultation with the Senior Director of Advancement - Principal Gifts, the Assistant/Associate Director will support the identification, cultivation and solicitation of parents while personally promoting the image and mission of the College.

Job responsibilities include:

Reporting directly to the Director of Alumni and Parent Relations, the Assistant / Associate Director performs the following essential functions:

- Establish, build, and maintain strong and productive relationships with parents - locally, regionally, nationally and internationally; maintain regular communication with parents through various media and means (primarily through personal contact and visits, as well as correspondence, web-based technology, and social media networks). The Assistant/Associate Director will travel extensively to engage parents on behalf of the College.
- Lead the planning and execution of Family Weekend, Summer "pre-frosh" Events, Winter Break Gatherings, Parent's Orientation, and Parent's Appreciation Day, and support the engagement of parents in other College-led events and programs of interest to parents.
- Recruit, orient and give direction to volunteer leaders responsible for programming designed to engage parents.
- Partner with the Vice President of Admission and Financial Aid, Admission staff and alumni to strengthen the effective involvement of parents in the admissions process.
- Partner, in conjunction with other Advancement personnel, with the Vice President for Student Affairs and Dean of Students' efforts to develop and implement appropriate protocols for responding to parent questions and concerns, and support growth and accessibility of career networking services for students.
- Collaborate with Advancement Communications to coordinate and support communications that enhance effective parent and alumni engagement with the College, including the parent-focused section of the Bulletin publication and the E-Newsletters to parents.
- Lead efforts to maintain and develop new forms of online and direct mail communications, utilizing resources from (but not limited to) the Career Services, Computing and Information Services, and Advancement Communications offices.
- Create and use analytical methods to continually discover programmatic needs and interests of parents and assess progress toward programmatic goals as established by the Director and Senior Director.
- Collaborate with and support other members of the Alumni and Parent Relations unit. Partner with the Associate Director of Alumni Relations, who is responsible for planning and executing alumni programming. In collaboration with the Alumni Reunion Programming unit and other members of the College Advancement team, support the ongoing implementation of reunion activities culminating in Alumni Weekend.

- Work with Development Services to ensure parent database records are current and accurate.
- Prepare, as requested by the Director, correspondence, activity reports and donor briefing materials.
- Participate effectively in key Advancement staff meetings, including those related to prospect management, event planning and coordination, office-wide budget review, as well as strategy sessions with the Annual Giving and Major Gifts teams.
- Keep current of College, alumni, parent and student issues and keep abreast of trends and best practices in alumni and parent relations.
- Perform other duties as assigned.

Required education, experience, skills and knowledge include:

- Bachelor's degree or an equivalent combination of education and experience
- At least three years of parent or volunteer management and event planning in a higher education setting
- Demonstrated exceptional verbal and written communication skills, including the ability to give presentations and interact with diverse populations through a variety of media and means.
- Ability to think creatively and strategically in planning, executing and evaluating programs and events, with a talent for motivating and managing volunteers.
- Knowledge of fundraising and philanthropic principles.
- Ability to plan, organize and execute events.
- Ability to problem-solve and involve others in seeking solutions.
- Demonstrated leadership skills, creativity and the ability to work effectively with administrative and academic leadership, faculty, volunteers (alumni and parents), colleagues and students.
- Demonstrated ability to exercise independent judgment and initiative; ability to work both independently and as part of a diverse College Advancement team in support of office, department, and the College's strategic vision; attend to details, manage multiple projects, and meet deadlines.
- Ability to manage budgets, analyze program costs, and provide timely reports.
- Knowledge of social networking and web 2.0 applications and strategies.
- Ability to work weekends and evenings and travel frequently.
- Respect for high standards and the maintenance of confidential information.

Preferred qualifications:

- Master's degree
- At least one year of student affairs and/or social media experience

Why work at Harvey Mudd College:

Located in the heart of Claremont, California, 35 miles east of Los Angeles, Harvey Mudd College is one of seven institutions that comprise The Claremont Colleges. With just over 700 students, HMC provides the collegial working environment of a small college, while providing access to numerous events and activities across all the campuses.

Application Procedures:

In addition to a Harvey Mudd College employment application available at www.hmc.edu/employment, please submit a resume and a cover letter describing your qualifications. All required documents must be submitted with your application in order to be considered for this position.

Deadline to apply: Open until filled.

Harvey Mudd College is an Equal Opportunity Employer.