

## **ASSOCIATE DIRECTOR OF ALUMNI 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 Associate Director of Alumni 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 \$5,000.00 per month. HMC offers a competitive benefits package.

Through increased focus on alumni relations, communications and other means, the college seeks to foster deeper relationships and richer engagement with its alumni. Focusing primarily on alumni engagement, the Associate Director of Alumni Relations will work with the Director of Alumni and Parents Relations to provide planning and leadership in developing local and regional events that engage faculty, staff, students and alumni; coordinate the activities of the Alumni Association Board of Governors; develop new volunteer management strategies to engage a broad range of the alumni population; collaborate with campus colleagues in enhancing electronic engagement and communications; and provide leadership in enhancing networking opportunities between students and alumni. In consultation with the Senior Director of Advancement – Principal Gifts, the Associate Director will support the identification, cultivation and solicitation of alumni while personally promoting the image and mission of the college.

### **Job responsibilities include:**

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

- Establish, build, and maintain strong and productive relationships with a wide range of alumni - locally, regionally, nationally and internationally; maintain regular communication with alumni through various media and means (primarily through personal contact and visits, as well as web-based technology, and social media networks).
- Along with the Director, serve as the college's liaison to the Alumni Association Board of Governors to assist them in serving the college. Cultivate strong and productive relationships between Board members and administrative and academic leadership. Recruit, orient and give direction to volunteer leaders responsible for alumni programming.
- Partner with the Vice President of Admission and Financial Aid, Admission staff and alumni to strengthen the effective involvement of alumni in recruiting new students.
- Partner, in conjunction with other Advancement personnel, with the Vice President for Student Affairs and Dean of Students' efforts to plan the growth and accessibility of career networking services for students and alumni.
- Work with Advancement Communications to coordinate and support communications that enhance effective alumni and parent engagement with the college, including the alumni section of the Bulletin publication and the E-Newsletters to Alumni.
- Lead efforts to maintain and develop new forms of online and direct mail communications, utilizing resources from (but not limited to) the Career Services, Information Services, and Advancement Communications office.
- In collaboration with the Reunion Programming team, support the ongoing implementation reunion activities culminating in Alumni Weekend.
- Assist in the development and deployment of new programming that strengthens and deepens the effective engagement of alumni with the college. Collaborate with others in planning and overseeing alumni events, both on and off campus.
- Use or create analysis and implementation tools to continually discover programmatic interests of alumni and assess progress toward programmatic goals as established by the Director and Senior Director.
- Collaborate with and support the Associate Director of Parent Relations who will be responsible for planning and executing Family Weekend, Parent Orientation, Parent Appreciation activities and pre-frosh regional events each year.
- Work with Development Services to ensure alumni 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 and personnel reviews as well as strategy sessions with annual giving and major gifts
- Keep current of college, alumni association, 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 and at least three years of alumni 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.
- Proficient in fundraising database management, as well as Microsoft Office, including Excel, PowerPoint, Access and Word.

**Preferred qualifications:**

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

**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](http://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.