Assistant Director of Alumni and Parent Engagement

Institutional Advancement

POSITION SUMMARY

The Assistant Director of Alumni and Parent Engagement will report to the Director of Alumni and Parent Engagement and will work closely with volunteers, as well as with team members within Institutional Advancement. This position will oversee regional alumni programming and programs for Oxy graduates of the last decade (GOLD). The Assistant Director will recruit alumni and parent volunteers in these program areas, and provide volunteers with strategic guidance and direction that supports departmental and institutional goals. The Assistant Director serves as an official representative of the Office of Alumni and Parent Engagement and an ambassador for Oxy at on-and-off-campus events. While staying focused on independent programs and projects, the Assistant Director will work in a team setting where the responsibilities of planning and implementing program goals involves managing volunteers, and collaborating with staff in Institutional Advancement and colleagues across campus.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Regional Programming (70%)

- Develop and implement an engagement plan for the Oxy regions around the country.
- Initiate and manage regional programming with an emphasis to increase alumni and parent engagement through stewardship and recruitment of current/future volunteers.
- Using industry best practices, maintain tracking metrics measuring program success.
- Provide creative vision and content for regional communications and volunteer collaboration.
- Provide coding, reporting and analysis of regional engagement.
- Develop tools and systems that empower regional volunteers to serve as ambassadors to the College.
- Build strategies and opportunities for volunteers across all regions to collaborate on ideas and best practices.
- Represent Oxy as needed at regional events; occasionally visit alumni to identify, cultivate and recruit volunteers.

Young Alumni Outreach Programming (20%)

- Develop and implement an engagement plan for graduating students and graduates of the last decade (GOLD).
- Partner with regional committees to develop and support GOLD focused programming.
- Maintain tracking metrics measuring program success.
- Research and implement industry best practices in engaging GOLD alumni, including providing collaborating with the Hameetman Career Center on professional development programs and services.
- Support and manage young alumni volunteer network with an emphasis on increasing data integrity, program awareness, and engagement across classes.
- Support undergraduate initiatives that help to reinforce alumni engagement programming and growth.
- Act as an advisor and mentor for the Student Alumni Relations Committee
Other (10%)

- Collaborate in the development of event strategies and implementation for Alumni Reunion Weekend, Homecoming, Family Orientation and other key alumni and parent engagement events.
- Manage as needed student sendoff events, campus events and programming for Athletics alumni and parents.
- Provide staff support for the Alumni Board of Governors
- Other duties as assigned.

QUALIFICATIONS

- Bachelor’s degree required.
- An appreciation for and understanding of the value of a liberal arts education, with specific understanding of Occidental College preferred.
- A demonstrated excitement and interest in building and coordinating regional communities and key groups of alumni, parent and student volunteers.
- Ability to effectively communicate the value, message and brand of Occidental College.
- Excellent oral and written communications skills.
- Demonstrated success in work organization, project and time management.
- Personal proactive initiative and an ability to manage projects simultaneously, to set priorities and follow-through on projects.
- Willingness to work evenings, weekends and travel.
- Proven ability to work independently as well as collaboratively on a team, strong writing, revising, editing and proofreading skills, and the ability to maintain a high standard of accuracy and quality under pressure of deadline and with a high level of professionalism.
- Demonstrated ability to effectively motivate, train and support colleagues and volunteers.
- Ability to set collaborative goals and to see projects to completion in reflection of goals.
- Ability to work effectively in a team environment – with a mix of deans, faculty, alumni, parents, students and staff. Excellent interpersonal skills and a strong customer service orientation.
- Knowledge of modern data management practices and techniques including data-based computerized information systems, data modeling, and models of analysis that leads to effective decision making on behalf of the program.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.