DIRECTOR OF ALUMNI AND PARENT ENGAGEMENT

Institutional Advancement

Summary

The Director of Alumni and Parent Engagement provides vital leadership for all aspects of the Office of Alumni and Parent Engagement. Working in close collaboration and partnership with the Associate Vice President for Campaign Management, the Director will develop and execute a comprehensive strategy to engage alumni and parents to transform the culture of engagement at Oxy, building, nurturing and strengthening relationships with key members of the Occidental community, resulting in life-long engagement with and support of the College. The Director is responsible for increasing the engagement of Oxy alumni and parents and reporting progress through the development of strategic engagement metrics. An effective communicator, the Director will serve as a voice on behalf of the College, the alumni, and parents associations.

Essential Functions

- Provides visionary leadership to the Office of Alumni and Parent Engagement while managing a dedicated team of individuals.
- Develops both short-(annual) and long-term engagement goals and works with direct reports to create plans and strategies that marshal resources toward achieving stated goals.
- As the leader of the Alumni and Parent Engagement team, directs the planning, development, and promotion of meaningful events and volunteer opportunities which strengthen the alumni and parent network, connect the community to the life of the College, and support the goals of the Oxy Campaign For Good. Including, but not limited to, Family Orientation, Homecoming and Family Weekend, and Alumni Reunion Weekend. Opportunities identified will include pathways for in-person and virtual engagement.
- In close partnership with College, Institutional Advancement, and Campaign and Engagement team colleagues, continue to create alumni and parent programs which reflect the interests of the community, the guiding principles of Institutional Advancement, and the mission of the College. Including, but not limited to, partnerships with the Hameetman Career Center, Admissions, SLICE, and volunteer groups including affinity organizations and regional committees.
- Manages an active parent engagement program and ensures important information and College communications are provided to parents and families.
- Effectively manages projects and resources, directing program improvement, standardizing office systems and procedures to accomplish projects and tasks.

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• Manages, maintains and effectively stewards the departmental budget.
• Responds to alumni and parent outreach in a timely, helpful and appropriate fashion.
• Brings and implements a strong understanding of best practice and how to redefine said practices, when appropriate, in a changing industry.
• Works closely with the AVP to identify opportunities and build strategic partnerships, both within the campus community and with constituents beyond campus. This includes building strong partnerships within the division of Institutional Advancement.
• Partners with the AVP to identify and implement a comprehensive engagement strategy and to create metrics for success, both for the program and for each staff member reporting to the Director.
• In conjunction with Advancement Services, coordinates the collection of constituency engagement data on a consistent and continual basis.
• Manages and guides activities of the Alumni Board of Governors and coordinates the involvement of the Board with the College.
• Other duties as assigned.

Skills and Qualifications

Required Qualifications:
• Bachelor’s degree
• Seven or more years of alumni and/or parent engagement experience; thorough knowledge of the principles and practices of alumni and parent engagement.
• Proven record of leadership, management and supervisory skills.
• Personal initiative and an ability to manage projects simultaneously, to set priorities and follow-through on projects.
• Must be able to maintain a high level of confidentiality regarding sensitive materials and information.
• Strategic thinker who is creative and willing to think beyond traditional boundaries.
• Excellent oral and written communication skills.
• Outstanding work organization and time management skills.
• 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.
• Possess a strong commitment to Oxy’s mission and to the importance of Oxy’s relationships with its constituencies. Knowledge of Oxy is an asset.

Referred Qualifications:
• Five plus years in higher education advancement.
• Demonstrated ability to effectively motivate, train and support staff and volunteers.
• Ability to work effectively in a team environment – with a mix of deans, faculty, parents, alumni and staff colleagues. Excellent interpersonal skills and a strong customer service orientation. Is a strong collaborator, seeking partnership and input at all levels.
• Willingness to work evenings and weekends and travel.
• Other duties as assigned.

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APPLICATION INSTRUCTIONS

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

Additional Information

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@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.

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