Assistant/Associate Director of Alumni and Parent Engagement
Institutional Advancement

Summary of Duties, Responsibilities and Goals

The Associate Director of Alumni and Parent Engagement will report to the Director of Alumni and Parent Engagement and will work with volunteers, campus colleagues, and team members within Institutional Advancement. This position will work in close partnership with the Hameetman Career Center in support of an innovative careers program, and collaborate with colleagues across campus to steward and engage Occidental College donors and volunteers and align their support efforts with institutional goals. The Associate Director will oversee regional alumni and parent engagement programming, including the recruitment and strategic management of volunteers in this program area. This position will be a highly visible member of the Occidental College community, and serve as an ambassador for the Office of Alumni and Parent Engagement on and off-campus.

Essential Functions

Hameetman Career Center and Campus Partnerships (60%)

- Serve as the primary conduit between Institutional Advancement and the Hameetman Career Center (HCC). Develop an in-depth understanding of HCC programs and initiatives, prioritize outreach and engagement opportunities from parents/alumni, and design and oversee prompt and appropriate follow up strategies for all inquiries.
- Provide volunteer management expertise for key alumni and parents, helping to connect positions with qualified students or alumni, and industry leads with HCC program opportunities.
- Collaborate with campus partners to manage the on-and-off campus networks for key industries, including but not limited to Occidental College’s Diplomacy and World Affairs/Kahane United Nations Program, and the Economics and Blyth Fund initiative. Host regional networking events for these programs that bring together students, alumni, and faculty and expand career and funding support opportunities.
- Oversee digital networking platforms for the above groups. Recruit and manage volunteer ambassadors who represent and will engage a broad and diverse cross-section of program constituents.
- Provide data analysis that will support the development of programs, proactive recruitment of volunteers and prospects, and measure outcomes and return on investment.
- In partnership with the HCC, produce career engagement and networking events, including programs focused on industry, region, and major. Coordinate with campus and Institutional Advancement colleagues to identify and recruit alumni and parent speakers for these events.
Regional Programming (30%)

➢ Develop and implement a regional engagement plan, with a focus on events and programs that highlight Occidental College and reconnect alumni and parents with the institution.
➢ Identify, recruit, manage, steward a diverse and representative cross-section of volunteers, and collaborate with them to develop a broad range of programs that will engage new audiences. Use pro-active research strategies to support the volunteer recruitment process.
➢ Develop and maintain metrics to assess return on investment.
➢ Collaborate with Institutional Advancement colleagues to maximize staff travel and capitalize on alumni and parent host offers.
➢ In partnership with the Office of the Dean of the College, develop a Faculty Speakers program to enhance regional engagement efforts.
➢ Serve as a liaison and ensure alignment between Oxy Campaign For Good activities and events, and the regional community and volunteer committees.
➢ Build post-event strategies and stewardship for attendees and non-attendees.
➢ Provide coding, reporting and analysis of regional engagement.
➢ Develop tools and systems that empower regional volunteers to serve as ambassadors for Oxy.
➢ Build strategies and opportunities for volunteers across all regions to collaborate on ideas and best practices.
➢ Represent Oxy as needed at regional events.

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.
➢ Coordinate with the Office of Admission on regional yield and summer send-off programs.
➢ Provide staff support for the Alumni Board of Governors.
➢ Other duties as assigned.

Qualifications

➢ Bachelor’s degree required. Master’s degree preferred.
➢ An appreciation for and understanding of the value of a liberal arts education, with specific understanding of Occidental College preferred. Ability to communicate effectively the value, message, and brand of Occidental College.
➢ 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.
➢ Excellent communication skills including strong writing, revising, editing, and proofreading skills, and the ability to maintain a high standard of accuracy and quality under pressure.
➢ Demonstrated success in work organization, project and time management.
➢ Experience effectively managing volunteers and aligning their support with institutional goals.
➢ Willingness to work evenings and weekends and to travel.
➢ Personal initiative and an ability to manage projects simultaneously, to set priorities and follow-through on projects.
➢ Proven ability to work independently as well as collaboratively with a mix of deans, faculty, alumni, parents, students and staff, and to maintain the highest level of professionalism.
➢ Excellent interpersonal skills and a strong customer service orientation.
APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu. Applications that do not include a cover letter will not be considered.

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.