**Director of Alumni and Employer Relations Office of College Advancement**

**Position Summary**: Responsible for the development of deep and long-lasting relationships between Westmont College and its 24,000 alumni, and the cultivation and engagement of robust employer relations to provide internship and job opportunities for students and alumni.

Serves on advancement senior leadership team. Leads and manages alumni relation team and is responsible for the vision, design, planning and implementation of programs that build and strengthen alumni relations. This includes assisting in securing financial resources to extend the reach and influence of the college. Gives significant attention to developing and maintaining a volunteer alumni network. Concurrently manages employer relation functions including on-campus events, the vetting of employers and job postings, and First Destination Survey collection. Works in concert with the Senior Director of Career Opportunities and Vocational Exploration (COVE) and the Office of Parent Relations.

**Qualifications**: Bachelor’s degree, Master’s preferred; minimum of 3-5 years in higher education and/or related demonstrated effectiveness as a supervisor, background working with alumni and/or employers desired. Strong relational skills and demonstrated ability to make occasional oral and written presentations. Must be willing and able to travel. Experience with Salesforce CRM, Handshake, Google and Microsoft suites strongly desired, and willingness to learn and leverage additional technology resources. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations required. Clear understanding of and ability to articulate the distinctives of a Christian liberal arts education. Westmont alumni strongly preferred.

**Responsibilities**: Develop and implement strategic initiatives that increase alumni affinity and connection to Westmont and nurture joyful reciprocity that may include prayer, advocacy, volunteerism and philanthropy. Develop and manage Key Performance Indicators to evaluate progress toward goals. The following areas support these goals:

**Host Excellent Events for Alumni**

- Develop, manage and supervise staff for signature events (such as Homecoming) including coordination of volunteers, facility usage, publicity, student worker recruitment and training.
- Design, implement and direct all programs and activities.
- Provide oversight for the recruitment of Reunion class leaders. Ensure all aspects of reunion events are in place (communications, venue, invitations).
- Develop and execute schedules for local and regional events for alumni.
- As needed, assist the President and VP for College Advancement in planning and executing regional events that further the reach and goals of the college.
- Offer Services that Increase Alumni Affinity
- Oversee strategies and programs for current students, including class identification programs, December graduate celebrations, cap and gown orders, and young-alumni events and resources.
- Support the transition from student to alum and lifelong career support.
• Collaborate with a variety of departments to support mutual goals that service alumni, including Admissions, Athletics, Campus Life, Campus Pastor, Career Center, Conference Services, Dallas Willard Center, Student Life, Provost and faculty.

• Explore and develop services for alumni that strengthen their affinity, such as the Alumni Association, book groups, discounts, and career development resources in conjunction with Alumni Relations staff. Communicate with Alumni.

• Oversee and supervise the team to respond to alumni needs in person, by phone and email. Ensure support staff sends appropriate communications (such as sympathy cards).
• Manage communication with alumni through mailings, email, e-newsletters and social media.
• Ensure regular updates of the alumni and parent web pages.
• Collaborate with Enrollment, Marketing and Communications to produce timely communications. Develop Alumni as Volunteer Network
• Recruit, manage and equip volunteers for the Alumni Advisory Council. This program does not currently exist.
• Seek input into the strategic planning process from alumni.
• Build out and grow the volunteer alumni network toward significant assistance with local and regional events. Coordinate on a Variety of Alumni Philanthropy Opportunities.
• Partner with Annual Giving to support class peer-to-peer appeal programs, such as reunion class giving and class agent programs.
• Advise major gift officers on attendees at events to foster cultivation and stewardship opportunities. Cultivate Employers.
• Recruit and coordinate on hiring and informational events for employers including career fairs, industry insights, and related events.
• Supervise staff in the review and approval of employers and job postings.
• Supervise staff to ensure maintenance and accuracy of student records related to career development.
• Strategize and implement effective student communications about employer opportunities.
• Cultivate alumni to recruit Westmont students for internships and job opportunities.

Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Other duties as assigned.

Reports to: Vice President of College Advancement and CIO Oversees: Assistant Director of Alumni Relations, Alumni and Parent Relations Assistant
Pay Range: $73,600-$86,100/year