

WESTMONT COLLEGE

Senior Director of Alumni and Parent Relations Office for College Advancement

Position Summary:

Responsible for the development of deep and long-lasting relationships between Westmont College and its 22,000 alumni and more than 25,000 parents. Provides leadership to department and is responsible for the vision, design, planning and implementation of programs that build and strengthen alumni and parent relations and assist in the raising of financial resources to extend the reach and influence of the college.

Qualifications:

Requirements include: Bachelor's Degree; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; minimum of 5 years' in higher education and demonstrated effectiveness as a supervisor, including the desirability of extensive background working with alumni and parents. Previous fundraising experience strongly desired. Clear understanding of and ability to articulate the distinctives of a Christian Liberal Arts education. Strong relational skills and demonstrated ability to make effective oral and written presentations. Must be willing and able to travel.

Responsibilities:

Oversee day to day office operations along with leading various strategic initiatives of the department. The purpose of the office is to increase alumni's overall connection to Westmont in the following areas:

1. Develop, manage and supervise staff for events such as: Homecoming, Parents Weekend and Orientation including coordination of volunteers, facility usage, publicity, student recruitment and training. Design, implement and direct all programs and activities.
2. Develop new programs designed to increase philanthropic support for the college.
3. Continue to build out and grow the volunteer alumni and parent network.
4. Grow the capability of office in the use of data and other tools to support the work of the department. Oversee the development and management of KPI's (Key Performance Indicators) to assist in evaluating the progress and success of alumni and parent programs and communications.
5. Manage communication with alumni through mailings, email, e-newsletters and social media.
6. Supervise team members: Assistant Director of Alumni and Parent Programs, Coordinator of Current Student and Young Alumni Programs and Alumni Office Assistant.
7. In consort with Vice President develop and manage departmental budget.
8. Serve on the College Advancement Leadership team.
9. Ensure input into the strategic planning process from the Parent and Alumni Councils and the broader alumni and parent community. Represent the Alumni and Parent Relations department and Westmont on campus committees, to outside organizations and at regional events.
10. Recruit, manage and equip volunteers for the Alumni Advisory Council and Parents Council.
11. Oversee and ensure regular updates of the alumni and parent web pages. Implement strategies for programs for current students and young alumni.
12. Work collaboratively with others to enhance mutual goals such as the offices of Career Development and Calling, Admissions, Student Life, Campus Life, Campus Pastor, Provost and faculty.
13. As needed, assist the President and VP for College Advancement in planning and executing regional alumni and parent events that further the reach and goals of the college.
14. 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.
15. Other duties as assigned.