

Director of Alumni and Parent Engagement



The Office of College Advancement at Pitzer College seeks a creative, experienced and dynamic leader for the position of Director of Alumni and Parent Engagement. In support of the College's strategic plan and priorities, the Director is responsible for ongoing research, development, execution, and assessment of a comprehensive strategic plan and year-round engagement activities for alumni and parents on a national and global scale. Duties include budget oversight, predictive modeling, analytical support, and carrying a portfolio of prospects targeted for engagement. The Director will lead, support and empower a diverse network volunteer groups to support initiatives and a team of three staff members.

This position requires a strong innovator with exceptional tact and critical thinking skills to identify and work with multiple collaborators and stakeholders to vet decisions and secure buy-in. The ability to be engaging and charismatic with individuals from multiple constituencies and diverse backgrounds is critical for success in this position. Must have knowledge of marketing strategies, technologies and trends for engagement and fundraising experience, preferably in a higher education or non-profit environment.

To learn more about our College Advancement team and programs please visit us online at <https://www.pitzer.edu/advancement/contact/staff/> and details on our employment benefit programs can be found at <https://www.pitzer.edu/human-resources/benefits/>.

Note: This is a summary of the essential functions and requirements for the position; a detailed description is available at the link provided below.

REQUIREMENTS

Education: A bachelor's degree from an accredited institution is required; a master's degree is preferred.

Experience: Must have at least five years of experience with increasing responsibility in advancement/development, external affairs or a comparable field, and include two to three years of experience directly supervising others. Experience must show a proven track record of success.

Licenses/Certifications: A valid driver's license and a driving record acceptable to the College's auto insurer.

Preferences: Experience managing alumni and parent relations and engagement programs is highly preferred. Preference will be given to those with work experience in higher education or other non-profit environment. An understanding of a liberal arts education is desirable.

COMPENSATION

Rate of Pay: The monthly salary will be competitive and commensurate with qualifications. The pay rate range will be available to interviewed applicants by request.

Benefits: This position is eligible for the College's full program of employee benefits subject to the terms and conditions in the plan documents/policies, including: medical, dental, vision, group life insurance of at least \$20,000, 12% employer retirement contributions, tuition remission within The Claremont Colleges, gym/fitness resources (including a personal trainer), free parking, an interest-free computer loan, and more. Note: Restrictions or service requirements apply. Relocation is not covered for this position. Visit

<http://www.pitzer.edu/human-resources/benefits/> for details. Contact us at HR@pitzer.edu if you have questions.

TO APPLY

Priority Deadline: Applications received **by 1:00 pm on September 22, 2019** will be included in the initial screening. Review of applications will commence immediately.

Testing: Selected applicants will be required to undergo a writing skills test.

Instructions: Please click [here](#) to be directed to an online Box folder where you can download our **Staff Employment Application** (required), **Applicant Information Form** (optional) and the full **Position Description**. In addition, please prepare the following in order to complete your application:

1. Cover Letter
2. Resume
3. Professional References: Provide a list three (3) professional references, including their names, business titles, phone numbers, email addresses, and an indication of how you are acquainted with them (e.g., former supervisor, coworker, etc.). References will be contacted for top applicants only and advance notice will be provided.

SUMIT ALL MATERIALS TO: StaffJobs@pitzer.edu

PITZER COLLEGE is a top-ranked liberal arts institution and member of the prestigious consortium of The Claremont Colleges. With a student body of approximately 1,000 co-educational undergraduates, Pitzer's core values include social responsibility, intercultural understanding, interdisciplinary learning, student engagement and environmental sustainability.

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. We strongly encourage candidates from underrepresented groups to apply.