



ANNOUNCEMENT OF VACANCY

Director of Alumni & Parent Engagement

Eastern Mennonite University (EMU) seeks a high-energy Director of Alumni and Parent Engagement to design programs that strategically engage alumni and parents in advancing the mission of EMU through advocacy, philanthropic support and in recruiting students to attend EMU. The Director of Alumni and Parent Engagement will join a results-oriented Advancement Division leadership team as EMU prepares to launch a comprehensive fundraising campaign at the dawn of the University's second century.

The Director will collaborate with fellow Advancement colleagues, Admissions, Career Services and Student Affairs, Faculty and Staff to create and maintain pathways for alumni and parent participation that advance EMU's mission. Also partners with Development colleagues to identify, cultivate, solicit and steward alumni and parent giving; securing commitments to provide donations, professional expertise and volunteer service; and serving as a liaison between the Alumni Council / Parent Council and the academic and administrative leadership.

Position Reports to: The Vice President for Advancement

Positions Supervised: Events and Volunteer Coordinator, Assistant for Alumni and Parent Engagement

QUALIFICATIONS:

Education: Bachelor's degree required. Master's degree preferred. Special skills in marketing, communications, public relations, fundraising, and administration

Experience:

A minimum of five years of experience in alumni/parent engagement and external affairs with demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership. Articulates a genuine commitment to EMU's mission and a vocational call to Christian higher education in the Anabaptist perspective.

Excellent communication and interpersonal skills, together with the ability to work collaboratively with colleagues throughout the University, alumni, parents, other constituents and the public. Demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers. Demonstrably strong writing, planning and organizational skills.

High professional and ethical standards for handling confidential information. Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines. Extensive experience with our development database or a similar constituent database. Other important characteristics include personal integrity, a strong work ethic, superior

leadership skills, results-oriented focus, and emotional intelligence, a sense of humor, strategic thinking and planning skills. Ability to travel frequently. Willing to work evenings and weekends as required.

POSITION DETAILS:

- Plan, implement and promote alumni / parent programs that support the University's strategic plan and Advancement Action Plan.
- Work closely with staff to plan various events and programs, including but not limited to Homecoming and Family Weekend, Alumni Travel Program, Ambassador Program, LovEMU Day, Business Networking Breakfasts, and informal alumni and parent events.
- Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects, correspondence, website, etc.
- Establish relationships with diverse alumni / parents, locally, regionally, nationally and internationally; maintain regular communication with alumni via direct contact, email communications, alumni / parent web pages, social media and print publications.
- Work closely with the Alumni Council / Parent Council / Jubilee Alumni Association, Haverim and Encore and other alumni support groups; arranging its meetings, staffing its committees and ensuring strong and productive relationships between its members and the academic and administrative leadership.
- Orient graduating students to the Alumni Association and engage their advocacy
- Collaborate with Director of Admissions to spearhead the introduction of alumni / parent involvement in the admissions process; partner with the Director of Career Services to plan the growth and accessibility of career networking services for students and alumni.
- Collaborate closely with development colleagues in increasing support from alumni and parents; routinely identify and qualify alumni/parents prospects for gifts.
- Supervise Special Events and Volunteer Coordinator, the Assistant for Alumni and Parent Engagement, and work/study employees and provide guidance to alumni volunteers.

This is a full-time position that includes a generous benefits package with 30 days of PTO and 14 paid holidays. Competitive salary commensurate with the candidate's credentials and experience.

Beginning Date: On or around May 1, 2020. Application review will begin immediately. EMU reserves the right to fill this position immediately or to extend the search as circumstances may warrant. For full consideration, the deadline for applications is Friday, March 27, 2020.

INQUIRIES: Send inquiries, nominations, and applications (resume/CV, cover letter, and list of 3 professional references) to Human Resources for Eastern Mennonite University located at 1200 Park Road Harrisonburg, Virginia 22802 email: jobs@emu.edu