



## Director of Alumni & Parent Engagement

Please visit the [Mid-Pacific career page](#) for the full job description and apply today!

**SALARY RANGE:** \$85,000 - \$90,000 per year

### JOB SUMMARY

The Director of Alumni & Parent Engagement is a dynamic leader, responsible for envisioning, executing, and growing a comprehensive, layered, and multi-faceted engagement program that effectively enhances relationships with the School's alumni and facilitates a culture of connection and investment. The Director collaborates with all teams within Institutional Advancement (IA) and departments across campus (Divisions, Admissions/Enrollment Management, Facilities, etc) to promote and support lifelong and meaningful engagement for our alumni through volunteer involvement, strategic events, effective communications, and giving back to Mid-Pacific.

The alumni community currently consists of approximately 12,000 alumni; establishing alumni chapters across the state, continent and internationally is a current aspiration.

The Director will also supervise MPIAA (Mid-Pacific Institute Alumni Association) and NOP (Na 'Ohana Pueo).

The position of Director of Alumni & Parent Engagement is a senior member of Mid-Pacific's Institutional Advancement office and oversees all aspects of the IA's alumni engagement and supports NOP (10-15% of position) efforts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Embraces the mission of and strategic priorities of Mid-Pacific Institute
- Upholds and models the IA's mission and operating principles
  - *Mission: IA is dedicated to building lifelong engagement and building a culture of philanthropy to ensure financial sustainability for Mid-Pacific*
- Envisions and promotes the strategic direction and operation for alumni programs, procedures, and policies that support the advancement of the School's and IA's priorities in collaboration with colleagues within the IA, the President's Office, and throughout the divisions.
- Leads and inspires MPIAA to achieve annual goals and foster the associations growth and development
- Works closely with all IA departments to help ensure units are working collaboratively to provide for a seamless experience for constituents and serves as an active member of the IA Leadership Team

- Oversees and guides the MPIAA, its associated subcommittees, councils and affinity groups, and all related activities, ensuring strong and productive relationships between its members and the IA, academic, and administrative leadership
- Drives strategic priorities forward that align with and support the School's mission, while strengthening the bond and investment of Mid-Pacific's alumni community
- Develops strategy and framework to benchmark and effectively measure the success of and identify opportunities for alumni engagement efforts; adapts programs to leverage strengths, close gaps, and to meet annual and long-term goals
- Establishes, builds, and extends relationships with a wide variety of alumni, locally, regionally, nationally, and internationally with attention to assisting in the cultivation of a strong philanthropic culture among all
- Provides vision for and leads robust Reunion programs, in collaboration and partnership with both the annual giving and leadership giving teams, to ensure a powerful experience that includes connection, education, and increased financial support for Mid-Pacific; routinely assists in identifying and qualifying alumni prospects for gifts in support of their Reunion efforts
- Partners closely with the Marketing & Strategic Communications team to celebrate the unique voices, accomplishments, and aspirations of the Mid-Pacific community, enhancing pride in the institution with focus on alumni and student stories
- Facilitates pathways for student/alumni interaction, highlighting the benefits of the Mid-Pacific's alumni network through mentoring, networking, and presenter opportunities
- Supports parent engagement and parent volunteer efforts for Mid-Pacific Fund and Na 'Ohana Pueo to build community and philanthropic support
- Partners with the Admissions/Enrollment Management team to spearhead the introduction of alumni involvement in the admissions process
- Effectively communicates with both IA and volunteer leadership (including the Board of Trustees, MPIAA and associated councils, NOP, and Development Committee) regarding strategies and progress
- Develops, oversees, and balances the budget for Alumni Engagement, Reunions, and Special Events
- Cultivates a professional network of colleagues at other institutions to serve as a resource for new ideas and stays abreast of alumni/parent relations best practices, industry trends, and emerging technologies
- Contributes to the overall success of the Institutional Advancement office by working on special projects and performing all other duties and responsibilities as assigned by the Vice President of Institutional Advancement

## **SCHOOL SAFETY**

- Participate in the development of a safe and healthy workplace
- Comply with the instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Take reasonable care to ensure their own safety and health and that of others
- Report any injury, hazard or illness immediately, to their Supervisor and Human Resources
- Not place others at risk by any act or omission, not willfully or recklessly interfere with safety equipment
- Act as a role model by demonstrating safe work behaviors
- Identify, assess if necessary, and control hazards within area of responsibility
- Ensure that equipment/supplies are properly maintained
- Maintain relevant knowledge of safety laws
- Mandatory reporting of sexual abuse to law enforcement or child protective services, and Human Resources. Sexual abuse includes child molestation, any actual or alleged illegal or

otherwise wrongful sexual conduct with a minor, and serial sexual misconduct, any actual or alleged illegal or otherwise wrongful sexual conduct with more than one victim; and committed by or alleged to have been committed by any perpetrator who is not a student of an included entity

- Develop safe work procedures and ensure adherence to procedures.
- Ensure compliance of safety policies and procedures
- Communicate safety issues with employees
- Ensure that employees are provided with information, instruction, training and supervision that they need to work safely
- Ensure that employees are aware of and abide by all relevant safety procedures
- Encourage early reporting of incidents and forward information to Manager and Human Resources immediately

## CULTURAL COMPETENCIES

- **Demonstrating Professional Body of Knowledge:** A professional demonstrates an understanding of practice area knowledge and appreciates learning more about this practice area and beyond
- **Professional as a Learner:** A professional engages in career-long professional learning and ongoing critical reflection to identify opportunities for improving leadership, mentoring, and collaboration. The inherent nature of a professional staff member is a keen, lifelong passion for learning, and a deep curiosity and wonder about people, events, and places
- **Fostering Effective Relationships:** A professional builds positive working relationships with colleagues, other departments, and the community
- **Establishing an Inclusive Environment:** A professional creates a safe, caring environment that is inclusive of and engaging for others
- **Professional as a Leader:** A professional seeks leadership opportunities

## QUALIFICATIONS and/or EXPERIENCE

### Minimum Qualifications

- At least seven years of progressive experience in non-profit or educational fundraising, preferably with experience in alumni and/or community relations and engagement
- Demonstrated ability to lead, motivate, and effectively develop and grow a dedicated group of volunteers
- Employs a constituent-centric and growth mindset that informs daily and strategic decisions
- Experience establishing and measuring against performance metrics for engagement, monitoring retention and growth
- Team player with a positive attitude and proactive approach
- Demonstrated experience planning and executing medium to large events
- Demonstrated ability to both independently and collaboratively build productive and meaningful relationships on behalf of institutions
- Experience leading and engaging all stakeholders - leadership, trustees, colleagues, faculty, parents, students, alumni, partners, and volunteers
- A disciplined, results-oriented self-starter who can work both independently and collaboratively in a fluid environment
- Well-developed strategic, critical, and problem-solving skills
- Strong interpersonal skills, including tact, diplomacy, confidentiality, and judgment
- Interest and competence to interact with a diversity of accomplished individuals
- Excellent project management skills - ability to take lead on multi-functional projects, manage and prioritize multiple responsibilities and competing demands, and adapt to frequent and unexpected changes

- Strong attention to detail and able to develop, implement, and analyze strategies with minimal oversight
- Strong communication skills (written, oral, and presentation) to effectively communicate the School's vision and case for support for priorities
- Active engagement in professional development and current on best practices
- Commitment to the School's mission and willing to serve as an ambassador for the School both internally and externally
- Travel is primarily local during the regular business day. Overnight and out-of-area travel is also occasionally required
- High degree of competency with Google Suite, project management software, and CRM databases (preferably Raiser's Edge)
- Bachelor's degree required

#### Preferred Qualifications

- Knowledge and experience with a Macintosh environment preferred

### **PHYSICAL DEMANDS**

Our campus consists of multiple buildings on 44 hilly acres that requires frequent walking including uphill and stairs. The individual is required to talk and hear, often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee may be required to stand, walk, lift and carry approximately 10-15 pounds, reach with arms and hands, climb or balance, and to stoop, bend, kneel, crouch or crawl. Requires strong visual acuity.

### **MENTAL DEMANDS**

On a daily basis must frequently problem solve, make decisions, interpret data, organize, speak, write, plan, and clearly communicate.

### **EQUIPMENT USE**

Telephone, computer – frequently

Copier, printers, and other hardware – occasionally

### **WORKING CONDITIONS**

Indoor – frequently

Outdoor, loud noise, cold and hot temperatures – occasionally

### **WORK ENVIRONMENT**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Mid-Pacific Institute provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.