

## **Director of Alumnae and Volunteer Engagement, Institutional Advancement, Doheny Campus**

### **About Mount Saint Mary's University:**

Mount Saint Mary's is the only women's university in Los Angeles and one of the most diverse in the nation. The University is known nationally for its research on gender equity, its innovative health and science programs, and its commitment to community service. As a leading liberal arts institution, Mount Saint Mary's provides year-round, flexible and online programs at the undergraduate and graduate level. Weekend, evening and graduate programs are offered to both women and men. Mount alums are engaged, active, global citizens who use their knowledge and skills to better themselves, their communities and the world. <https://www.msmu.edu/>

Mount Saint Mary's University is an equal opportunity employer. The University is thoroughly committed both to providing equal employment opportunities for all job applicants and employees, and to providing a work environment that is free from harassment, discrimination and retaliation. We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Applicants must be able to provide proof of eligibility to work in the United States. The University will not assist applicants with any visa matters. A background check will be required. Applicants must also provide proof of COVID-19 vaccination or condition of employment.

### **Job Description:**

The Director of Alumnae and Volunteer Engagement advances three main goals for the University: to build connections with current students and graduates to support career development; to create meaningful engagement and educational opportunities for alumnae through volunteer management, effective communications, campus partnerships, and special events; and to contribute to the success of the University's fundraising initiatives by actively promoting a culture of philanthropy.

### **Duties and responsibilities:**

1. Strengthen alumnae connections with the University by collaborating with departments to access data to engage with alumnae. Work with departments to establish goals for alumnae engagement:

- Works with Advancement Services Department and Admissions to create a comprehensive database of alumnae
- Explores creative avenues to gather current data for alumnae

- Collaborates with various departments to establish alumnae engagement priorities and create a plan to achieve goals
- Sets and achieves measurable goals that will maximize use of technology to ensure alumnae and student use and success (e.g., Graduway, GiveCampus VMS, etc.)

2. Maximize alumnae involvement through the implementation of a dynamic Alumnae Relations program, a robust Alumnae Association, and alumnae affinity programs:

- Supervises and manages one Manager of Alumnae Relations and Volunteer Engagement who is responsible for supporting all efforts of the Alumnae Relations office with a specific focus given towards the student philanthropy (e.g., Senior Class Gift, Student Giving Society, etc.), managing regional programs and Class Ambassadors, as well as supporting other priority projects as determined by the Director of Alumnae Relations and Alumnae Engagement
- Manages and recruits volunteers of the various Alumnae Boards to engage alumnae with fundraising and outreach efforts
- With the support of University and External Events, designs and organizes activities and special events that appeal to a diverse group of alumnae
- Manages special efforts for reunion class years and Golden Graduates (50 years), as well as educational events
- Develops and implements initiatives to increase the visibility of Alumnae Relations with current students and alumnae
- Grows existing regional strategy to engage alumnae
- Recruits and manages the Alumnae Association Board members, ensuring representation across academic programs

- Directs the Board's involvement in fundraising and the comprehensive campaign

- Communicates all Board activity to the Senior Director of Development, Vice President of Institutional Advancement and University community at large

- Administers all Board meetings, events and special activities

- Ensures the effective integration of the Alumnae Association undertakings with University priorities

- Manages the Black Alumnae Association, build the Latina Alumnae Association and strategically grow other affinity groups as deemed appropriate
- Provides timely and effective communications to alumnae utilizing the electronic e-newsletter, semi-annual Mount magazine, direct mail, social media and at other MSMU programs and events
- Manages annual budget, vendor relationships, and develop and analyze an annual plan

3. Ensure financial support of the University through purposeful and sustained fundraising initiatives:

- Leads the Class Reunion efforts, working with the Director of Annual Giving and the Senior Director of Development to establish fundraising goals for Class Reunion years, Alumnae Weekend and Alumnae Board.
- Works with the Individual Giving team to engage alumnae with the work of the University through volunteer opportunities (Alumnae Board, Mansion Docents, Archives, Admissions, etc.), the monthly Mount Connection, alum gatherings and events.
- Connects major and planned giving donor prospects with fundraisers as needed and recommend donor strategies.
- Conducts stewardship visits as needed

### **Other Duties and Responsibilities:**

- Assists President, Vice President, Associate Vice President, Senior Director of Development, with various tasks, as assigned.
- Works with various departments to lead initiatives to increase student and alumnae connections.
- Excellent speaking and communications skills - this role is outward facing and represents the University.
- Ability to work evenings, weekends, and flexible schedule, as assigned.
- Performs other job-related duties, as assigned.

### **Requirements:**

### **Knowledge:**

- Knowledge of best practices in alumnae relations programs, event planning, communications, volunteer management, and budget management.
- Expert knowledge of Microsoft Office required.
- Knowledge of Raiser's edge, GiveCampus crowdfunding and volunteer management software's preferred.

### **Abilities and Skills:**

- Strong organizational skills.
- Demonstrated ability to manage and develop engaging programs.
- Creative problem solver and self-starter.
- Strong interpersonal, oral and written communication and presentation skills.
- Proficient budgetary, programmatic, and staff management skills.
- Willingness and ability to travel and to work evening and weekends, as required.
- Ability to motivate others.
- Ability to organize and manage multiple special events and concurrent activities and meet deadlines.
- Ability to interact effectively with a diverse group of people.
- Ability to recruit, train and effectively manage volunteers.

**Education:**

- Bachelor's degree required, master's degree preferred.

**Experience:**

- Management and administrative experience with a minimum of five years' experience in alumnae relations, education, fundraising, marketing, sales or communications.
- Special events experience a plus.
- Reunion giving experience a plus.

Additional Information:

Starting salary \$85,000

**Work Location:** Doheny Campus (Downtown Los Angeles)

**Start Date:** Immediately

**Applications Deadline:** Open until filled

The University is committed to recruiting and retaining a diverse student population and workforce as a reflection of our commitment to maintain the excellence of the University, and to offer our students richly varied disciplines, perspectives and ways of learning. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs. We encourage people of all backgrounds to apply to be a student or to work for the University.

Application Instructions:

Please submit cover letter and resume.

To apply, visit <https://apptrkr.com/3286427>

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