

# ALUMNI RELATIONS & COMMUNITY ENGAGEMENT OFFICER

## REPORTING TO

Director of Community Engagement & Stakeholder Relations

## POSITION SUMMARY

This position supports the work of both Pearson College and the United World Colleges (UWC) movement, specifically in the areas of alumni-focused initiatives, community relations and partnerships. A confident and outgoing project manager, facilitator and communicator, s/he enjoys and excels at both interacting with people, and working on multiple projects, systems and events to engage more than 4,000 Pearson alumni.

This position is a temporary position starting 14 March 2017 to 11 May 2018.

## RESPONSIBILITIES INCLUDE:

### PLANNING AND REPORTING:

- Drafting and implementing Annual Program Plan which clearly highlights activities, budget, objectives, timelines and performance indicators aligned with Advancement and College's overall Plan.

### ALUMNI-FOCUSED INITIATIVES AND EVENTS:

Designing, developing, presenting, executing and evaluating annual and longer-term alumni-focused projects and programs, including:

- Planning and implementing 'Life After Pearson', Alumni-in-Residence, and AlumMentorship programs which build and strengthen alumni's relationships with the College, between one another, and with the UWC mission.
- Planning and implementing annual Milestone Reunions on campus, including rallying organizing committee members and any relevant staff and volunteers.
- Organizing and implementing regular and occasional gatherings including UWC Day celebrations in September, evening receptions, weekend events and/or travel, in a variety of locations on and off campus.
- Proactively and systematically requesting, harvesting, entering, researching, and analysing alumni's personal and professional information to maintain an active and accurate database which also supports fund and profile-raising.
- Informing and communicating with alumni through regular email, e-newsletters, phone calls, and via cohort representatives, and assisting Communications in producing alumni-related content for publication by collecting and sharing stories and short news items, for use in the alumni section as well as the public section showcasing alumni of our website.
- Supervising and providing mentorship to interns, student volunteers, as well as alumni volunteers, on and off campus.
- Responding to alumni requests, questions and communications, and serving as a resource for alumni wishing to connect with students, faculty, and classmates.

- Collaborating with the UWC International Office on implementation of “The UWC Hub” and other UWC-wide initiatives or events.
- In collaboration with other College staff and faculty, conducting student orientation to educate students about alumni programs and carrying out a transition program for graduating students that focuses on a life-long connection to the UWC mission, staying engaged and connected.
- Managing and encouraging alumni visits to campus, including special lectures.
- Collaborating with colleagues including the Advancement Services Officer, and the College Privacy Officer, to implement the highest standards for data privacy and integrity.
- Working closely with Advancement team members to help identify and recruit candidates for peer-to-peer and alumni-focused fundraising campaigns.
- Tracking outstanding alumni accomplishments and attempting to measure alumni mission-related impact to help highlight this success to our stakeholders.
- Championing alumni stories, impact and value to the Pearson College community on and off campus.

#### **COMMUNITY RELATIONS AND PARTNERSHIP INITIATIVES:**

- Designing, developing, executing and evaluating annual and longer-term community engagement projects, programs and plans, including:
- Developing a decision-making matrix and procedures to determine partnerships levels.
- Collaborating with appropriate staff and faculty members to coordinate and recruit strategic external and alumni visitors to campus for lectures and special projects.
- Developing and implementing a process to track, manage and steward College-wide external community relationships, associations and partnerships (organizational and individual), including those which are educational and co-curricular (project week, Creativity, Action and Service (CAS) activities, etc.)
- Planning and hosting community visits to campus.
- Collaborating closely with faculty to ensure that our community engagement opportunities are as educational as possible and, vice versa, that our educational program benefits as much as possible our community engagement programs.

#### **SKILLS AND EXPERIENCE REQUIRED:**

- Strong organizational, project and time management skills
- Program planning, event planning and evaluation experience (alumni-focused would be an asset)
- Ability to manage and bring forward multiple and simultaneous projects
- Collaboration and effective team work skills
- Supervision, coordination and mentorship experience (especially with youth would be an asset)
- Knowledge of electronic content maintenance and online platform (experience on Raiser’s Edge or other fundraising or CRM software would be an asset) Ability to communicate in Canada’s official languages and any other language would be an asset

- Background as a Pearson or UWC alumna/nus would be an asset

How to apply:

Please send your cover letter and resume to [hr@pearsoncollege.ca](mailto:hr@pearsoncollege.ca). Applications will be accepted and reviewed as they are received. We thank you for your interest and we advise that only short-listed candidates will be contacted.