

POSITION AVAILABLE
SENIOR ALUMNI ENGAGEMENT OFFICER
FULL-TIME

We are privileged to learn, work, and live on the traditional territory of the Sc'ianew (Beecher Bay) First Nation.

Pearson College UWC was founded as Lester B. Pearson College of the Pacific and United World College (Canada) Inc. in 1974. Pearson is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world chosen solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently are selected from nearly 160 countries. Pearson is one of 18 UWC schools worldwide. (pearsoncollege.ca).

Pearson College UWC is recruiting for an outstanding Senior Alumni Engagement Officer

Reporting to: Director of Advancement and External Relations

Position Summary:

The Senior Alumni Engagement Officer will implement our Alumni Engagement program, in alignment with our Strategic Plan 2022-27. The incumbent will be a catalyst leading connection building among Pearson alumni, current students, and the broader Pearson community. We are looking for someone experienced in community development and organizing groups online, in person and through hybrid opportunities. This person will have a proven track record of bringing people together, creating trust and connection. The ideal candidate will also bring experience with data management technology, ensuring we are capturing and making effective use of appropriate alumni data.

The Officer will initiate, lead and support programs and projects that strategically engage Pearson to build relationships, resources, and community to enhance support for the College and to foster a lifelong connection through Pearson to the UWC movement.

Major Responsibilities:

- With a strong focus on alumni engagement and aligned opportunities, the incumbent will play a key role in the planning and execution of initiatives leading up to and during the College's 50th anniversary in the 2024-26 academic year
- Lead alumni engagement activities that align with the College's strategic plan and broadly engage alumni in a meaningful and measurable way, using digital and traditional platforms. This includes supporting on-campus/hybrid/virtual reunions and events, convening cross-cohort conversations
- Host alumni on campus for visits and tours; organize and support alumni programming with current students, including recruiting alumni guest speakers for the Life After Pearson series
- Support appropriate alumni-led initiatives, working closely with those who are already engaged as class leaders through the Pearson College Alumni Association, Class Year Scholarship Program, Board/Committees/Working Groups, and other cross-cohort alumni groups to ensure a significant and increasing number of alumni engagement opportunities are volunteer-led
- Working with the College Communications team, collect, share and, create multi-platform content focusing on alumni stories that represent their diversity and highlight the many ways they are advancing the College and the UWC mission through their own good works. Also, create alumni-specific messaging and collate alumni news and updates for broader dissemination with key audiences. Use College's relationship information management system (Raiser's Edge) to track this and other relevant data (such as community of practice, areas of interest, etc.)
- Monitor, understand and, as appropriate, respond to alumni questions and concerns on all platforms, including in-person and digitally
- Develop system to measure the impact of the alumni engagement program to ensure engagement goals outlined in the Strategic Plan are met and to ensure the team is making the most effective use of resources
- Other duties as required

Education, Skills, and Experience:

- Bachelor's Degree with 3 or more years successful experience in non-profit

- management and/or alumni engagement experience
- Experience in community development and organizing groups online, with a track record of bringing people together, creating trust and connection
 - Strong interpersonal and communication skills, including written, oral, listening, and public speaking abilities
 - Strong organisational and time management skills. Ability to multi-task and prioritize goals
 - Project management or event management experience
 - Experience recruiting and coordinating volunteers
 - Ability to forge and reinforce effective relationships with internal and external constituencies
 - Excellent computer skills: ability to work with information management systems, preferably Raiser's Edge; strong knowledge of MS Office/Teams, Google applications, presentation software and content management systems
 - Ability to create content as well as identify and generate creative story ideas
 - Ability to digest data and present key findings, using acquired knowledge to inform strategy and implementation
 - Ability to work independently as well as within a team environment
 - A proactive approach with a "can-do", flexible attitude and a determination to succeed
 - Adept at promoting alumni engagement and storytelling both in digital/social media and "traditional" news media environments, as needed
 - Willingness and ability to work long hours occasionally or outside of traditional business hours, as required
 - A strong interest in the transformative power of global citizenship education and the ability to effectively communicate the distinct mission and values of Pearson and UWC
 - Must pass a Criminal Record Check
 - This position requires the successful incumbent to be based in the Greater Victoria or surrounding area
 - Ability to travel nationally and internationally as needed for alumni meetings and events

PEARSON COLLEGE



Compensation & Organization

Applications will be accepted on a rolling basis until the position is filled. Salary range is \$65,000-75,000 per annum plus a comprehensive benefits package. Only candidates selected for an interview will be contacted. Candidates must be currently eligible to work in Canada. Résumés and a cover letter can be emailed to hr@pearsoncollege.ca.

As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power. We actively encourage applications from members of groups experiencing barriers to equity.

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

P: +1 250 391 2411 E: info@pearsoncollege.ca www.pearsoncollege.ca

Located on the unceded territory of the Sc'ianew (Beecher Bay) First Nation