

# MISS PORTER'S SCHOOL

**Title: Director of Alumnae and Parent Engagement**

**Department: Alumnae and Development**

**Job Status: Full-time, calendar year**

**Reports to: Chief Advancement Officer**

**Travel Required: Yes**

## **Position Summary**

At the direction of the Chief Advancement Officer, the Director of Alumnae and Parent Engagement will work with a dynamic team of colleagues to provide strategic programming for and leadership of the Miss Porter's School community of 6,000 passionate and accomplished alumnae, referred to as Ancients, and the community of current and past parents. This is an extraordinary opportunity for an energetic, experienced and creative person who is committed to growing and shaping the constituent engagement program at Miss Porter's School. The ideal candidate will support the momentum and goals of the Miss Porter's Alumnae Association Board as it seeks to engage the Ancient network and amplify all that characterizes and represents a Miss Porter's School educational experience. With the Assistant Director of Alumnae and Parent Engagement and other colleagues in the Alumnae and Development office and across campus, the Director of Alumnae and Parent Engagement will appropriately elevate the stature of the Alumnae Association, the Parent Leadership Committee and support and recognize the valuable contributions of alumnae and parent volunteers.

## **Essential Functions:**

- Build effective alumnae relations and parent programs that support the evolving needs and interests of Ancients, parents and students, and promote the work of the Office of Alumnae and Development.
- Identify and implement qualitative and quantitative metrics for engagement and evaluation of program success, and employ data-focused decision making to strengthen constituency stewardship efforts.
- Foster and enhance close and meaningful relationships with volunteers. Provide superior administrative support to the Alumnae Association Board, working directly with these volunteers to ensure effective governance, setting priorities, managing three yearly meetings, assessing activity and tracking progress towards annual goals. Lead the Alumnae Board's commitment to anti-racism, the dismantling of systemic hierarchies that marginalize people based on identity and efforts to ensure that all Ancients belong to the community of Miss Porter's School. Serve as the on-campus representative who explores, facilitates and furthers the ideas, opinions, goals and efforts of the Alumnae Association Board.

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- Devise and execute superior programming that highlights the accomplishments of Ancients, engages attendees with the school and each other, and promotes the distinctive impact of a Miss Porter's education.
- Produce an annual schedule of alumnae volunteer driven programs and events throughout the country; organize and execute staff driven Branch events in priority geographic areas. Work with the Global Resources Officer to devise and support programming for Ancients living outside of the US.
- Work with the Annual Giving team to execute the work of the Parent Leadership Committee to devise and execute meaningful programs that engage, promote and inform the Miss Porter's School parent and grandparent community. Work with the Academic Office, Office of Student Life and Office of Communications to amplify this work.
- Work collaboratively with the Major Gifts and Annual Fund teams to advance the fundraising goals of the office while creating meaningful engagement opportunities for Ancients.
- Support the goals of the MPS curricular programs such as AIS Global Studies and Senior Capstone by working to identify Ancients whose work aligns with the needs of each grade's focus.
- Support the goals of school-wide Student Alliances by working with the Director of Equity and Inclusion to identify and engage Ancients who represent and model diverse perspectives.
- Plan and implement annual Miss Porter's School events, including but not limited to Reunions, Family Weekend, Grandparent/Grandfriends Day and global Ancient gatherings. Work closely with Alumnae and Development colleagues, including the Director of Special Events to ensure that programming is well constructed and delivered. Coordinate with the Annual Giving and Planned Giving staff to develop and achieve gift goals and fundraising strategies for reunion class gifts.
- Promote appropriate stewardship activities through work with the Assistant Director of Donor Relations. All planning and activities should leverage the expertise of appropriate internal and external partners including but not limited to the Head of School's Office, Facilities, Foodservice and Dean of Students Office.
- Work directly with the Miss Porter's School Communications team to create and disseminate print, digital and social media communications that serve to educate, connect and inform the full alumnae body.
- Responsible for managing timely and appropriate content updates on the alumnae pages of the school website. Oversee class correspondence and promotion of alumnae in the Bulletin.
- Manage the work of the Assistant Director of Alumnae and Parent Relations.

## Qualifications:

- Bachelor's Degree is required, Master's Degree preferred.
- A minimum of 5 years of professional (academic) fundraising or alumni/ae relations experience including direct management experience.

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- Commitment to the mission and Community Call to Action of Miss Porter's School and dedication to our effort to become an anti-racist institution. Demonstrated ability to work with and respect a diverse population of alumnae and colleagues across a dynamic educational campus.
- Ability to work with and maintain confidential information.
- Proven ability to lead projects to completion. Demonstrated ability to plan, set and achieve meaningful objectives, including the ability to prioritize and multitask.
- Ability to be a strategic thought partner and effective problem solver. Able to navigate change, develop and implement new strategies and collaborate with multiple stakeholders without sacrificing key priorities.
- Proficiency with technology, including Microsoft Office Suite, Google and familiarity with and understanding of evolving social media platforms. Raiser's Edge experience is preferred.
- Exceptional organizational skills and strong attention to detail and accuracy; ability to create and execute impactful and engaging programs.
- Proven ability to manage and motivate a diverse group of volunteers.
- Excellent interpersonal skills and strong customer service orientation.
- Ability to travel and work some evenings and weekends. Must have a valid driver's license.

## Physical Conditions:

- Sitting or standing at a desk, using a computer much of the time.
- During meetings and events, ability to lift up to 25 pounds and ability to set up materials for events.
- Ability to navigate a campus and event venues.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Miss Porter's School is an Equal Opportunity Employer.

Interested candidates should send a resume, cover letter and references electronically to [careers@missporters.org](mailto:careers@missporters.org). Please include "Director of Alumnae and Parent Engagement" in your subject line.