



Title: Director of Alumni and Parent Relations
Reports to: Director of Development
Department: Advancement
Status: Exempt

Position Description:

The Director of Alumni and Parent Relations manages the engagement of alumni and parents by fostering pride, promoting volunteerism, inspiring philanthropy, and serving as a conduit for involvement and collaboration amongst these constituents. This position serves as an integral member of the relationship manager team within the Advancement Department.

Responsibilities:

Alumni/Current Students

- Manage the development of the Alumni Network, working closely with alumni leadership and others across Curtis to design special outreach and activities that will increase alumni engagement and align support for Curtis's annual and strategic initiatives.
- Identify, recruit, and develop alumni leadership while providing support to alumni volunteer committees.
- Manage portfolio of alumni to engage through meaningful cultivation, qualification, and stewardship touches, with a goal of deepening connections to Curtis and its mission and vision for the future, as well as their volunteerism with and giving to Curtis.
- Manage recognition and stewardship of alumni through award programs, special events, complimentary performance tickets, career grants, and other opportunities.
- Work closely with the individual giving team to develop segmented annual fundraising campaigns and appeals to alumni; provide insights into giving preferences and motivations.
- Manage all aspects of administrative services provided to alumni such as alumni database, alumni emails, etc.
- Track, quantify, highlight, and celebrate alumni achievements through Overtones, the website, and the Facebook page and other social media outlets.
- Create bridge between student and alumni life through work on student notations in Overtones, new student orientation sessions, personal mentoring, and other projects.
- Educate and engage current Curtis students around developing a philanthropic spirit through stewardship orientation and participating in a graduating class gift.

Parents

- Identify, qualify, cultivate, and steward parents of current students and alumni to deepen connections to Curtis and its mission and vision for the future. Engage through consistent and meaningful conversations, participation on committees, event/performance attendance, and philanthropic investments in the school.
- Identify, recruit, and develop parent leadership while providing support to parent volunteers, and/or parents serving on committees.
- Work closely with academic and residential deans to coordinate and align parent-specific messages with school-wide communications, creating a meaningful thread for parents throughout the school year.
- Work closely with the individual giving team to develop segmented annual fundraising campaigns and appeals to parents; provide insights into giving preferences and motivations.

Team/Administrative

- Serve as the key point of contact within the advancement team for communications from alumni and parents.
- Liaise closely with the Director of Special Events on the design and implementation of alumni and parent events such as Commencement, graduating student receptions, special teas, and more.
- Work closely with the Patron Services Manager to ensure alumni, current students, and parents receive performance ticket benefits and performance-related communications in a timely manner in accordance with best practices.
- Collaborate with communications and editorial team to ensure Curtis communications are customized appropriately for alumni, current students, and parents.
- Maintain content on alumni and parent pages of Curtis.edu website; work closely with marketing team to develop meaningful print materials and collateral that serve the needs of these constituents.
- Support and engage in the acknowledgement and recognition process for all student, alumni, and parent contributions and pledges.
- Ensure proper recording in Raiser's Edge database and any relevant paper files/archives of alumni, parent, and current student data and activity.
- Respond appropriately and in a timely fashion to key stakeholders and staff. Drive cross-campus collaboration to maximize results.
- Maintain and update advancement department calendars on behalf of alumni, parent, and student activities and communications.
- Participate and collaborate as a member of the relationship manager team and advancement department.
- Prepare meaningful, data-driven and goal-oriented progress reports and work with appropriate committees to do the same.
- Participate in prospecting and other planning sessions to advance the institution, develop relationships between stakeholders and the school, and achieve best practices.
- Support the development of the department's budget and, upon approval, work to ensure compliance.

Required Core Values:

The ideal candidate must exhibit:

- a positive, “can-do” attitude
- devotion and dedication to Curtis, its students, alumni, and parents
- passion for his/her work, and contribution to the field and greater good
- commitment and accountability for his/her work, and his/her ability to affect change
- desire and willingness to collaborate, think creatively, and make data-driven decisions
- respect, courtesy, and patience for colleagues, other staff, faculty, patrons, core constituents, and volunteers
- an eagerness to make Curtis a more diverse and inclusive institution

Qualifications:

- Bachelor’s degree recommended. Candidates without a bachelor’s degree who advance to the interview stage will be required to complete a writing assignment.
- A minimum of 2-3 years professional experience in alumni relations, individual giving, membership, sales, or similar field.
- Knowledge of classical music and ability to communicate the mission, goals, and activities of the school with credibility, passion, and enthusiasm; familiarity with a conservatory environment highly desirable
- Ability to demonstrate an entrepreneurial spirit and to build consensus and work in partnership with alumni, parents, colleagues, faculty, students, and others
- Strong organizational and analytical skills; evidence of leadership and initiative, tact, diplomacy, and attention to detail
- Superior communications skills, both written and verbal
- Project and event management experience
- Knowledge of windows-based computer systems required; knowledge of Raiser’s Edge preferred
- Confidentiality, discretion

Working Conditions/Physical Demands:

- Routine for office environment.
- Some travel required.

To Apply:

For best consideration, interested and qualified applicants should electronically submit a cover letter, resume, two professional references, and salary requirements to: human.resources@curtis.edu by July 31, 2017. Curtis

offers a competitive salary, commensurate with experience, and an attractive benefits package. Position will be open until filled. No calls, please. EOE. URL: <http://www.curtis.edu>