



EMPLOYMENT OPPORTUNITY

Date: June 2022

Open until filled

If you have questions regarding this position, please contact Robby Larson at rlarson@multnomah.edu.

Job Title: Director of Alumni, Parent, and Donor Relations

Reports To: Vice President of Advancement

Mission: *To provide strategic support, engagement, and stewardship of the university's alumni, parents, and donors through the development and implementation of a comprehensive program designed to deepen constituent connection with the institution.*

Alumni Relations (40%): *Establish a comprehensive program that serves to reconnect and engage Multnomah alumni from all eras and programs in a manner that leads to greater involvement and investment in the life of the university that is mutually beneficial for both alumni and the institution.*

- Provide strategic leadership and management of all alumni relations functions, including alumni programs, communications, events, benefits, and volunteer opportunities.
- Cultivate and build relationships with alumni, actively seeking opportunities to learn about their Multnomah experience.
- Establish programmatic objectives, metrics, and work plans to ensure ever-increasing alumni engagement.
- Develop and provide leadership to an Alumni Leadership Council by serving as an advisor and liaison between the institution and the council.
- Assist in the development and maintenance of all alumni communication's tools and methods, including monthly e-newsletters, social media channels, and the Alumni Relations website.
- Complete timely contact reports for all substantive interactions with alumni.
- Develop and manage annual alumni relations budget.
- Design initiatives that cultivate and prepare current students to become engaged alumni upon graduation.

Donor Relations (40%) *Sustain positive and mutually beneficial relationships with university donors and prospective donors through timely communication, engagement opportunities, stewardship initiatives, and issue resolution.*

- Coordinate all broad-based donor stewardship communications including regular campaign updates, university news, student/alumni stories, impact reports, annual reports, and other strategic contacts.
- Actively manage a portfolio of 50-75 donors and prospects to discover, engage, and invite current and deferred gifts through ongoing personal contact and visits.
- Oversee the development of all monthly receipt letters including production timeline and content strategy.
- Develop and distribute annual reports for named scholarships and endowment funds.
- Organize annual scholarship "thank you" effort, soliciting personal notes from all student scholarship recipients.
- Oversee and coordinate regular printed communication to deferred donors.
- Partner with university departments, programs, and teams to provide program-level gift acknowledgement.
- Develop depository of student, faculty, and alumni stories to be used in gift receipts and stewardship tools.
- Plan and assist with donor and prospect events, including the President's Anniversary Celebration.
- Facilitate the selection, design, and acquisition of donor recognition giveaways and promotional items.
- With the Director of Advancement Operations develop stewardship plan for cumulative and consistent giving.

Parent Relations (20%) *Establish a comprehensive program that serves to engage parents of traditional undergraduate students in a manner that leads to greater involvement and investment in the life of the university that is mutually beneficial for both parents and the institution.*

- Provide strategic leadership and management of all parent relations functions, including programs, communications, events, and volunteer opportunities.
- Design, implement, and grow a comprehensive parent relations program.

MULTNOMAH UNIVERSITY

8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU

- Cultivate and build relationships with parents by actively seeking opportunities to help them navigate their Multnomah experience.
- Establish programmatic objectives, metrics, and work plans to ensure ever-increasing parent engagement.
- Create a Parent Leadership Council to serve as an advisory and volunteer body that will assist with the growth and implementation of the parent relations program.
- Assist in the development and maintenance of all parent communications tools and methods, including monthly e-newsletters, social media channels, and the Parent Relations website.
- Complete timely contact reports for all substantive interactions with parents.
- Develop and manage annual parent relations budget.

Advancement Team Member

- With Director of Advancement Operations maintain digital records and tracking of alumni, parents, and donors.
- Develop policies and procedures to facilitate program effectiveness, efficiency, and scalability.
- Travel for alumni, parent, and donor programs and events, as necessary.
- Collaborate with colleagues across the university to enhance opportunities to engage constituents in recruitment efforts, marketing, athletics, ministry opportunities, etc.

Qualifications:

Job-specific Requirements:

- Demonstrated initiative, organizational, and leadership ability. Must possess robust interpersonal skills and strong execution, organization, and task orientation.
- Demonstrated ability to strategize, implement and build constituency programs and activities.
- Skills in problem solving and decision making; flexibility and resourcefulness.
- Strong networking and relational skills.
- Ability to work independently and as part of a dynamic and collegial team.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work collaboratively and courteously with colleagues, alumni, parents, and other constituents.
- Ability to recruit, train, lead, and manage volunteers. Prior supervisory experience is preferred.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and deadlines.
- Competency and comfort utilizing various computer software, database, and cloud-based tools.
- Knowledge of budgeting, cost estimates, and fiscal management principles and procedures.
- Ability to travel, and work evenings and weekends, as required.
- Communicate openly and clearly in a Christ-honoring and congenial manner.
- High professional and ethical standards for handling confidential information
- A bachelor's degree is required, five (5) years related work experience preferred.
- A commitment to Multnomah, its mission, vision, and values is essential.
- Familiarity with Multnomah is preferred, including knowledge or understanding of university history.

General Employment Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah contain the following relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

**This is a full-time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment.
A generous Employee Tuition Grant is available after 1 year of employment.**

To Apply, find the application link here: www.Multnomah.edu/Careers

If you have questions regarding this position, please contact Robby Larson at rlarson@multnomah.edu.

MULTNOMAH UNIVERSITY

8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU
