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tiltonschool.org

DIRECTOR OF ALUMNI & PARENT ENGAGEMENT

(Full Time –Year Round- Exempt-Position)

Function: The Director of Alumni & Parent engagement will help advance the mission of Tilton School by developing and implementing multifaceted engagement and stewardship strategies for alumni and parents that lead to philanthropic growth for Tilton School. The Director of Alumni and Parent engagement will work to actively involve alumni and parents in the life of the school and develop mutually beneficial relationships between Tilton School and its graduates and families. In order to achieve this, the person hired must be a highly successful collaborator, facilitator, communicator and implementer—working with colleagues in the advancement office and other campus departments, as well as with faculty and students to celebrate the history of the school, develop and excite engagement opportunities and foster a culture of philanthropy. Working collaboratively with both the Advancement office and Communications office, this position is responsible for the coordination of all off-campus and many on-campus events, oversees alumni and parent volunteers (including Parents Association, Alumni Council, and Class Ambassadors), and provides communications with multimedia support.

Reporting to: Director of Advancement

Committee Memberships: Advancement Committee

Duties and Responsibilities:

Alumni Engagement:

- Oversee alumni and parent engagement with Tilton School via communications, events, personal outreach, social media, and volunteer involvement.
- Facilitate the planning, execution and follow up for all-school and alumni events: Including: Fall Family Weekend, Powder Keg and Alumni Weekend.
- When appropriate periodic travel to manage off-campus events
- Responsible for collecting information from alumni for class notes
- Facilitate engagement between external constituents and School departments like Communications and Admissions to provide information about potential alumni profile(s) and stories for the magazine.
- Work with communications to create alumni messaging like newsletters and profiles.
- With Communications, manage LinkedIn platform and alumni social media groups.
- Increase alumni touchpoints with the school including opportunities to speak with current students in a variety of areas including: at the school, in the classroom, in college counseling, and during school wide meetings.

Parent Engagement:

- Create a robust parent volunteer structure utilizing the Parents Association. Chairs as key partners in the development and execution of annual engagement programs of events and volunteer opportunities.
- Develop outreach to maximize connections and build strong institutional relationships with grandparents and parents of alumni.
- Serves as liaison to the Parents' Association Executive Council and is responsible for all tasks associated with supporting their volunteer work and events.

Administrative:

- Attend weekly Advancement office staff meetings and participate as a team member working to engage and steward all external constituents and benefactors.
- As needed, attend Communications meetings and work as a team member to best assist the Director of Communications.
- Use Raiser's Edge to record call reports and actions.
- Manages a budget and conducts all administrative duties related to the payment for services associated with events and Parents' Association.
- Manage LinkedIn platform and alumni social media groups.
- Responsible for *friendraising*, working closely with the fundraising team to identify prospective donors.

Qualifications:

Bachelor's Degree required

3-5 years Event management experience preferred

To Apply:

Interested candidates should send a cover letter, resume and three professional letters of recommendation to employment@tiltonschool.org.

At Tilton School, all persons shall have the opportunity to be considered for employment without regard for race, religion, natural origin or ancestry, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law. The School does not discriminate on the basis of race, religion, national or ethnic origin, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law in the administration of employment practices or procedures, promotion, or application of employee policies and benefits.

For more information about Tilton School, please visit our website.