Assistant Director of Alumnae Relations and Campus Events

The Assistant Director of Alumnae Relations and Campus Events is an important member of the Advancement team. This position is primarily responsible for developing and executing regional alumnae events in partnership with the Director of Alumnae Relations and Campus Events. In addition, the Assistant Director will play an integral role in the development and support of Reunion Weekend events and four other major campus events: Commencement, Fall Family Weekend, Spring Showcase, and Revels Receptions. They will work as a liaison to the Emma Fund team in the Reunion Giving program, and be a liaison to the Communications Office in the development of electronic and on-line media outreach to alumnae.

We seek someone with expertise in navigating today’s changing and diverse landscape and will help the School promote and nurture diversity, equity, access and inclusion. The School encourages candidates from under-represented groups and individuals who have demonstrated experience with diverse populations who can contribute to the diversity and excellence of the academic community.

Specific Responsibilities:

- Develop and organize regional alumnae events in partnership with the Director of Alumnae Relations and Campus Events, and execute all details related to hospitality, logistics, food-service, media, facilities, rental services, and cross-campus collaboration.
- Assist with the planning and implementation of Reunion including recruiting and managing Reunion Class Chairs celebrating their milestone Reunions.
- Serve as liaison and provide support for alumnae volunteer groups.
- In coordination with the Director of Alumnae Relations and Campus Events, plan and execute electronic and online media with special focus on increasing alumnae engagement.
- Organize and coordinate Alumnae Association Council meetings and execute all details related to hospitality, logistics, food-service, and meeting documents.
- Support the Director of Alumnae Relations and Campus Events in the management and organization of five major campus events, including Reunion, Commencement, Fall Family Weekend, Revels performances, and Spring Showcase. Collaborate with colleagues in administrative offices (including, but not limited to Admissions, Development, and Communications) in the execution of these campus events.
- Establish and build relationships with a wide range of alumnae who reside locally, regionally, nationally, and internationally.
Perform other duties as assigned.

**Minimum Requirements / Qualifications / Competencies:**

- Bachelor’s degree.
- Minimum of five years of experience in alumnae relations/development or position(s) involving similar areas of responsibility.
- Event planning experience strongly preferred.
- Willingness to travel.
- Highly motivated and able to work independently.
- Strong interpersonal communication and presentation skills.
- Proficient use of word processing, spreadsheet, database, e-mail and presentation technologies.
- Knowledge of constituent management software Raiser’s Edge preferred.
- Ability to manage multiple functions or projects simultaneously.

We seek to identify, recruit, and develop employees who bring a diversity of experiences, perspectives, talents, and backgrounds. Emma is an equal opportunity employer.

**Emma Willard School requires employees to be fully vaccinated with the exception of qualifying exemptions. You will need to submit a cover letter and resume for consideration.**

Please apply through the school's Career Center website.