

Macalester is looking to hire an Assistant Director of Alumni & Parent Engagement to develop, lead and manage initiatives and programs at the intersection of Alumni Engagement and Entrepreneurship and Innovation. This role builds upon the legacy of the entrepreneurial alumni community and connects with a greater network of entrepreneurs and innovators with Macalester alumni and students. It will help harness the energy and curiosity of Macalester alumni eager to be involved in the programming while strategically managing the pipeline in collaboration with Alumni Engagement and Advancement. Additionally, it works in a fast-paced environment to execute the vision set forth by the Directors. Lastly, this role works both independently and collaboratively and manages multiple priorities and deadlines.

About Department of Entrepreneurship & Innovation:

Entrepreneurship and Innovation at Macalester works with students and the broader community to nurture ideas and fuel innovation to bring about change. Driven by the college's mission, the entrepreneurial spirit has been a part of Macalester's culture from the very beginning. Students have many opportunities in entrepreneurship, and often these opportunities were created by entrepreneurial students themselves. They include [coursework](#), [internship opportunities](#), [seed funding](#), a [10-week accelerator program](#), [community project funding](#), and [hackathons](#).

About Alumni Engagement:

The Macalester community extends far beyond the student experience. Once a student, alumni are connected with a support system for life. Alumni Engagement seeks to reach, serve, and engage alumni; to foster a lifelong intellectual and emotional connection between Macalester College and the alumni community.

Responsibilities:

Program Management:

- Coordinates alumni and parent engagement in Entrepreneurship and Innovation programming.
- Manages events that connect alumni and parents with students.
- Effectively utilizes data to evaluate program effectiveness.
- Serves as a liaison with alumni entrepreneurs. Responds to inquiries from alumni entrepreneurs seeking connection, information and support. Builds an alumni database of entrepreneurially focused alumni.
- Works with Twin Cities entrepreneurial community to build engagement opportunities
- Determines the best engagement methods and leverages existing communication channels (social media, alumni communications, website) to promote engagement opportunities for parents and alumni; develops new on-line and print materials as needed.
- Designs and creates communication from E&I through social media platforms and newsletter including managing a communication calendar and innovating on ways to link to students, alumni, parents and the broader Twin Cities community.
- Creates and distributes original content and information on existing programming to build engagement through multi-media channels.

Volunteer Management:

- Responds to inquiries from alumni seeking connection, information, and support; serves as a liaison to alumni volunteers
- Effectively tracks and reports alumni, parent and community engagement in E&I programming
- Builds an alumni database of entrepreneurially focused alumni and oversees alumni business directory

- Effectively tracks and updates the Advancement database with related alumni engagement information
- Works closely with Alumni Engagement staff to engage YMac and regional alumni clubs in relevant programming and events
- In partnership with Associate Director of Alumni and Parent Engagement, serves as second liaison to Alumni Board working groups
- Recruits and manages one Reunion volunteer committee and oversees our reunion student staff
- Works with Advancement to support donor cultivation through volunteer placement

Partnership Development and External Relations:

- Develops and cultivates relationships with alumni of multiple class years with an emphasis on new opportunities to connect alumni to Macalester.
- Works with the Twin Cities entrepreneurial community to build engagement opportunities.

Performs other duties as assigned including:

- Meets weekly with the Directors in E&I and Alumni Engagement
- Serves as a key member of the E&I team, attends E&I staff meetings, and offices 3-4 days per week in E&I.
- Serves as a key member of the Alumni Engagement team, attends quarterly all-Engagement team and all-Advancement meetings, and offices 1-2 days per week in Alumni Engagement.
- Leads, collaborates, and supports other duties as assigned.

Qualifications:

- 3-5 years of experience with volunteer management or solicitation strategies.
- Ability to analyze patterns and trends in student and alumni work to influence programmatic decision making. Utilize social media data to drive strategy and content. Understand the importance and value in using stories to inform strategic decision making.
- A strong sense of organization.
- Demonstrated ability to work respectfully with sensitive and confidential information.
- Experience building positive, professional relationships with internal and external stakeholders.
- Demonstrated commitment to equity, inclusion, and diversity; actively engages in learning and practicing principles of social justice and inclusion to increase individual capacity to support institutional changes that create and sustain a more welcoming and inclusive environment across the Macalester Community.
- Experience with Google Suite, database management, social media and analytics tools.

Preferred Qualifications:

- An appreciation for the value of a liberal arts education.
- A valid driver's license

Compensation & Benefits:

The total compensation for this position includes an annual salary of \$48,000-\$52,000 and access to [Macalester's full benefits package](#).

Application Guidelines:

For best consideration, **applicants should submit a cover letter and resume as one PDF** through the [Macalester Employment Opportunities webpage](#). Applications received by **February 23rd** will receive priority. Review of applications will begin immediately, and this role will be posted until filled.

All inquiries about this position should be directed to:

Jaclyn Howard
Talent Acquisition Manager
jhoward3@macalester.edu

Macalester College - Institutional Overview

Since its founding in 1874, Macalester has provided students with the inspiration, insight, and experience to become successful and ethical leaders. Located in St. Paul, Minnesota, Macalester enrolls nearly 2,100 students who come from virtually every state and 91 countries. Macalester is committed to being a preeminent liberal arts college known for its high standards of scholarship and its special emphasis on internationalism, multiculturalism, and service to society.

Macalester is proud of its longstanding commitment to social justice and creating a safe environment for all people regardless of sexual orientation, race, ethnicity, national origin, citizenship status, gender, religion, age, or ability. Macalester is dedicated to the goal of building a culturally diverse and pluralistic staff committed to working in a multicultural environment and strongly encourages applications from everyone who would add richness to our community, including people of color, individuals with disabilities and women.

Benefits

Macalester employees enjoy a fantastic benefits package and working environment that is second to none. Please visit <http://www.macalester.edu/employmentservices/benefits/> for more information about benefits at Macalester College.

Our Commitment to Safety in response to COVID-19:

For the safety of our community, Macalester requires all employees to have received a COVID-19 vaccine. Should a newly hired employee be unable to receive the vaccination for either medical or religious reasons we offer accommodations and assistance.

Questions or concerns about this process should be directed to Bob Graf, Director of Employment Services, at rgraf@macalester.edu

