



Director of Alumnae Engagement

Located in Pasadena, California, Westridge is a forward-thinking independent school for girls in grades 4-12 that emphasizes adventurous thinking, courageous, compassionate leadership, and equity and inclusion. Our school community is vibrant and diverse and grounded in the commitment to goodness in all aspects of life and learning. We balance challenging academics and a focus on leadership development with a priority on social emotional wellness, development of one's sense of self, values, and goals, and thoughtful consideration of individuals' responsibilities to others and the world.

Westridge is seeking an experienced and skilled director of alumnae engagement. The director of alumnae engagement, the school's principal ambassador to its more than 5,000 member alumnae community, is responsible for developing and implementing programs, activities, and communications that engage alumnae locally and across the globe while also carrying a portfolio of top alumnae prospects. Reporting to the director of advancement, the director is responsible for growing alumnae support for the school and increasing the engagement of alumnae and parents of alumnae.

Specific Responsibilities Include:

- Design, plan, and execute comprehensive strategic plan for alumnae engagement, including year-round programming, both in person and virtual, for alumnae to connect with the school. Plan annual Alumnae Weekend in March and other gatherings throughout the year in Southern California. Work with volunteers to plan regional activities in key areas such as NY, Chicago, Northern California, and Orange County.
- Build relationships and manage portfolio of 50+ alumnae or alumnae parent prospects. Identify, cultivate, and solicit major and planned gifts, individually or with Head of School, Director of Advancement, or volunteers.
- Staff and guide Alumnae Board chair and committee chairs to maximize involvement of volunteers. Identify prospective leadership and ensure succession planning for chair and vice chair. Ensure a diverse representation in volunteer and alumnae activities, especially with those from traditionally underrepresented communities.
- In coordination with colleagues and school DEIJ priorities, develop meaningful opportunities and programming that connect current students and alumnae around issues of DEIJ and increase alumnae engagement. Develop alumnae outreach and materials that raise the visibility of DEIJ programs, resources, and giving opportunities.
- Reimagine class engagement program and reunions.
- Work closely with Director of Annual Giving to develop strategies to secure increased philanthropic support from alumnae.
- Develop new programs to involve and prepare students in grades 9-12 for their roles as alumnae after graduation, including the senior class gift.
- Design and implement new initiatives to continue parent engagement with the school after students graduate.

- Working closely with communications staff, oversee year-long alumnae communications plan, including print and digital vehicles. Drive effort to find compelling alumnae stories.
- Plan engagement for Madeline Society, the school's planned giving recognition club. Coordinate with staff and third-party vendor on targeted communications to this audience and stories about Society members.
- Manage alumnae relations budget.
- Help guide advancement administrative assistant who, along with other responsibilities, supports alumnae engagement. Work with database administrator on efforts to improve contact information for alumnae.

Additional Requirements:

- Bachelor's degree, preferred
- 5+ years' experience in alumni relations, development, or related field
- Proven track record cultivating and soliciting 5-6 figure gifts or higher
- Demonstrated skill in leading volunteer groups
- Experience planning and executing events large (100+) and small
- Outstanding interpersonal skills
- Excellent oral and written communication skills
- Understanding of and experience working with diverse communities of Southern California and commitment to actively supporting school DEI efforts.
- Fluency in Spanish, Mandarin, or Cantonese a plus
- Demonstrated ability to work collaboratively and as a team member to achieve goals
- Strong computer skills, including MS Office Suite, Raiser's Edge or other database, Teams, Zoom, Slack, and understanding of the use of social media to engage audiences
- Criminal background check and clearance required

Schedule

This is a permanent, full-time, exempt position and is eligible for Westridge's comprehensive benefits package that includes paid time off, medical, vision, dental, and generous 403b retirement options. Salary dependent on experience and qualifications.

Schedule: 40 hours per week as follows: Monday- Friday with flexibility to work different shifts and weekends when necessary. This is NOT a remote position.

To Apply

Send cover letter, resume, and references to Jobs@Westridge.org. Include "Director of Alumnae Engagement" in the subject line.

Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information: www.westridge.org