



Position: The Director of Alumni and Parent Relations reports to the Vice President for Advancement. This is an exempt, salary position with the College's approved benefit package.

Primary Qualifications:

- Demonstrate and articulate a personal Christian faith.
- Exhibit like-mindedness with Montreat College's Christ-centered mission, vision, and statement of faith.
- Montreat College alumnus/na preferred.
- Demonstrated success in program management with college or university alumni programs preferred.
- Demonstrated skill as a networker or connector (as described in Malcolm Gladwell's *The Tipping Point*, chapter 2).
- Demonstrated ability to plan and execute successful events.
- Exceptionally relational with excellent communication and analytical skills.
- Ability to provide energetic and effective leadership to wide range of constituents.
- Ability to work effectively with College personnel, volunteers, and constituents.
- Ability to develop strategies to maximize impact within budget.
- Ability to approach problems with creativity, insight, and resourcefulness.
- Willingness to travel.
- Flexible, with a strong team mentality.

Specific Responsibilities:

Alumni Relations:

- Increase the number of alumni engaged with the college on an annual basis.
- Develop and maintain connections with Montreat College alumni that lead to active engagement with the college through prayer, time and talents, financial resources, and recruitment and retention of students.
- Connect with alumni through mass communication (including social media), personal interaction, and events, in order to increase alumni participation with the college as advocates, volunteers, connectors, and financial investors.
- Increase the percentage of alumni who make a financial investment in the college on an annual basis.

- Benchmark with similar institutions and identify best practices to continually connect with and engage alumni in the most effective ways.
- Plan and execute Homecoming and Family Weekend.
- Provide leadership to the Alumni Leadership Council to carry out its purpose as stated in the Alumni Association bylaws.
- Additional duties as assigned.

Parent Relations:

- Develop and maintain connections with parents of current students that lead to active engagement with the college through prayer, time and talents, financial resources, and recruitment and retention of students.
- Communicate with parents to inform, educate, and engage them throughout their student's academic career at Montreat College and to help them be appropriate partners in the education process.
- Recruit and provide leadership to the Parents' Council to engage them as advisors, advocates, volunteers, and financial investors.
- Additional duties as assigned.

Education: Bachelor's required. Master's preferred

Supervision: Reports to the Vice President for Advancement

Application Requirements:

Send the following materials:

1. Complete application

<https://www.montreat.edu/wp-content/uploads/2017/08/application.docx>

2. Cover letter

3. Resume

4. Statement of Christian faith

By Mail:

Ned J. Kiser
Interim Vice President for Advancement
Montreat College
P.O. Box 1267
Montreat, NC 28757

Or e-mail to: ned.kiser@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.