

Posted: 06/25/2024

Annual Salary: \$45,220.00 - \$60,200.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for a Director of Alumni and Parent Relations. As a member of the [College Relations](#) team, this position plays an integral part in the institution's strategic and campaign plans. Responsibilities include the creation, implementation, and management of meaningful opportunities for enhancing alumni and parent engagement with The College of Idaho.

This role involves leading a team of staff, students, and volunteers to plan and manage events and activities aimed at fostering connections and engagement. The responsibilities include providing guidance, overseeing communication via social media platforms, analyzing engagement data, and presenting quarterly metrics. It also involves developing and nurturing relationships with various groups on campus, as well as with alumni and parents, to support institutional objectives such as student recruitment, events, and fundraising campaigns.

The ideal candidate should hold a Bachelor's degree and have prior experience in a supervisory role. They should also possess the ability and enthusiasm to establish meaningful relationships with diverse groups. The role requires the flexibility to travel and work non-traditional hours, including evenings and weekends. Additionally, 3-5 years of experience in areas such as alumni relations, fundraising, public relations, event planning, or related fields, is preferable.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidates must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, and cover letter addressing qualifications for the position. Please also include the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. Application review will begin immediately. Applications will be accepted until suitable candidates are selected.

With over 132 years of history, the College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.