



JOB ANNOUNCEMENT
Alumni & Pandemic Recovery Career Director
(Full-time, 12 months)

OPENING DATE:	June 1, 2022
REVIEW DATE:	July 5, 2022
CLOSING DATE:	Open until Filled
START DATE:	ASAP or 2 weeks after acceptance
LOCATION:	NWIC Main Campus
SALARY:	\$63,000 Max DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U. S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

The Alumni & Pandemic Recovery Career Director role combines program planning, volunteer engagement, Northwest Indian College information sharing and project management to further the goals of engaging alumni and preparing recent graduates for careers. Specifically, the Alumni & Career Director will focus on the creation of educational and social programs that support a broad engagement of alumni. This engagement will support the transition from student to alumni, provide content and resources related to career development, and build community around identity, NWIC affiliations, and affinity in response to the pandemic. This position represents the realization of a broader philosophy within alumni affairs to provide meaningful and educational programs and services throughout a lifetime of engagement with NWIC and helps us to navigate a new world post-pandemic with focused support grounded in the values of the College. In addition, the Alumni & Pandemic Recovery Career Director supports and engages NWIC students to develop their community capacity building and create opportunities for social gatherings of recent alumni and current students. The role also supports our recent NWIC graduates to make an impact in their tribal communities, mentor students, and continue to build connections with their fellow alumni as a means to recover from the pandemic. This position requires a high level of commitment and enthusiasm.

DUTIES & RESPONSIBILITIES

1. Design and implement a fully integrated, robust alumni engagement program including initiatives, benefits/services, activities, volunteer opportunities, and events for broad and targeted alumni populations plan, and implement programs and activities that strategically engage alumni in support of the goals and objectives of the College. Create educational and social programming to support a broad engagement of alumni.
2. Determine objectives, summarize outcomes and expenses, evaluate and refine activities as appropriate within the annual program budget.
3. Establish an Alumni Database and Network of NWIC Alumni Association members, collect and maintain internship participation data in collaboration with the Office of Institutional Effectiveness, and provide reports for stakeholders.
4. Develop and generate regular and ad-hoc reports from various data sources for a diverse audience; provide projections and analysis on special projects and initiatives.
5. Create Alumni affiliations, opportunities for enhancement of membership, develop alumni engagement initiatives that strengthen the Alumni Association, promote diversity and inclusion, leading to annual support, and encourage student/alumni interaction.
6. Coordinate, plan, and host an annual alumni event in collaboration with current students.
7. Develop holistic resources for students and alumni to maximize their ability to recover from the pandemic and thrive in a post-pandemic landscape.
8. Manage and participate in College projects and serve on committees as assigned; d work closely with program department heads to maximize participation of postgraduates and ensure strategic and long-range planning to achieve greater alumni integration across campus to add to the Alumni Database.
9. Collaborate with the Public Information Officer, Recruitment, Leadership Team, and Communication Committee to coordinate outreach and marketing efforts, social media, website, and Canvas page.
10. Create quarterly Alumni newsletter and news articles to highlight alumni events, recognize achievements, and milestones.
11. Collaborate with Student Activities/Indigenous Service Learning Coordinator for delivery of services to current students
12. Work directly with 2nd Year/Career Advisor to create internship, mentoring, and career services programming.
13. Work with Site Managers to coordinate services of the Alumni Association with the extended sites.
14. Work with the NWIC Foundation to develop connection and support for goals of the Alumni Association.
15. Develop and strengthen community ties and engagement within NWIC service areas, including within Tribal Nations.
16. Identify and connect with outside resources/organization related to the goals of the Alumni Program.
17. Other duties as appropriate as assigned by supervisor

SUPERVISORY RESPONSIBILITIES

This position supervises the Alumni Association team in addition to any student mentors and/or interns in accordance with the College's policies and procedures. Responsibilities may include interviewing, hiring, and training student employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS REQUIRED

Minimum qualifications:

- Bachelor's degree in Student Services Administration, Higher Education, Business Administration, Public relations, Marketing or related field.
- Three years of administrative or management experience including planning, budgeting, supervision, program development, and program assessment.
- Prior work experience in higher education.

Preferred qualifications:

- Master's degree in Student Services Administration, Higher Education, Business administration, Public relations, Marketing or related field
- Previous experience working in a Tribal college setting
- Previous experience working in a national network of TCU-related affiliates
- Previous experience working in native communities and with native students
- Prior experience working as a college-level alumni coordination

Other Qualifications:

Must have a current driver's license and driving abstract that meets employer qualifications for insurability.

Knowledge, Skills and Abilities

- Proven ability to work in a team environment to achieve strategic and departmental goals.
 - Excellent verbal and written communication skills
 - Skilled in organizing, planning, and coordinating to accomplish the reporting goals and the measurable tasks and responsibilities of the position
 - Successful track record of recruiting, managing, and developing a volunteer base composed of individuals representing diverse backgrounds, industries, and perspectives
 - Research, analyze, interpret, and report on data
 - Prepare materials and conduct professional presentations for training and development of alumni, friends, constituents, and the campus community-at-large
 - Research skill to maintain and apply a current working knowledge of new techniques and standards used in volunteer management and program development
 - Must have the ability to travel to various sites on occasion
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APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/about-nwic/employment or may be requested from and submitted directly to:

Human Resources
Northwest Indian College
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: 360.392.4230
Email: employment@nwic.edu