

ALUMNI ENGAGEMENT & SHORT COURSES MANAGER

JOB DESCRIPTION



At UWC Mahindra College, we believe that education is transformational for both: our students and our faculty. Read further to know more.

CONTACT

Please write to
vacancies@muwci.net

ABOUT THE POSITION

UWC Mahindra College is a pre-university residential high school for 240 students aged 15 to 19 representing more than 80 countries. The College offers the globally recognised 2 year International Baccalaureate Diploma Programme, taught by 30 faculty members from around the world. Resting in a 175-acre biodiversity reserve, our campus is located amidst the greater Western Ghats and close to the city of Pune, an emerging tech hub with a long-standing legacy in higher education.

The **Alumni Engagement & Short Courses Manager** will own the Advancement Office goals around alumni engagement and earned income opportunities. They will also be expected to execute and provide managerial support to enable team effort in successful delivery of planned activities.

Department: Advancement Office

Supervisor for the role: Head of Advancement

MAIN RESPONSIBILITIES

Alumni Engagement:

- **Database Management:** Build on the current iteration of the office's alumni and key stakeholder database to ensure completeness and accuracy of existing data.
- Work closely with the Executive Officer to identify and execute strategies to grow the size of the database and capture additional information on key stakeholders.
- **Strategy:** Drive clarity around the question, alumni engagement to what end? Define clear objectives for pursuing alumni engagement opportunities and prepare and track conversion metrics that can ascertain successful achievement of these objectives.
- Prepare an engagement plan and activity calendar in line with objectives defined with a focus to drive movement on identified conversion metrics.
- **Implementation:** Take ownership to deliver on the identified engagement plan with support from other members on the team.
- Take responsibility to plan multiple annual reunions for the alumni cohort including those that have completed 10 and 20 years respectively since graduating.
- Plan and execute other events including virtual panel discussions, speed networking sessions, social activities and other relevant initiatives that feed into the engagement plan.

MAIN RESPONSIBILITIES

Summer Programmes / Short Courses:

- Take ownership over project management duties across the life-cycle of activities including planning and coordination, outreach/advertising, and program implementation.
- **Planning & Coordination:** Drive consensus among the college leadership team over key programs that should be offered and develop the calendar of educational programs that will be offered in the summer months of the college.
- Scout and recruit potential facilitators, guest speakers and other resources to deliver on the programs identified.
- Work closely with the Executive Officer and identified facilitators to finalize the program budgets, logistical requirements, and program schedule.
- **Outreach & Advertising:** Working closely with the Communications Manager, finalize the promotion plan to advertise and market these programs to the age appropriate audiences.
- Review all the marketing material prepared for the advertisement of programs across relevant channels including social media and email
- **Program Implementation:** Manage the day-to-day execution of programs, stepping in to problem solve wherever needed. Ensure program protocols are being adhered to and program outcomes are being met

MAIN RESPONSIBILITIES

Earned Income Initiatives:

- Work with the Head of Advancement to develop a future vision to monetize key college assets (both physical infrastructure and people assets) and spare capacity as further revenue generating opportunities for the college
- Lay groundwork by conceptualizing pilot programs, developing budgets and overseeing the expansion of earned income initiatives for the college

Other Responsibilities:

The office is a lean team with a large mandate of activities. Staff members are expected to contribute to other areas of work including fundraising and key communication deliverables from time to time.

Job Interface/Relationships:

Internal: Head of Advancement, Executive Officer (Advancement), Communications Manager, Head of College, College Leadership Team

External: Alumni, Parents, UWC International Office, Advancement Offices at other UWCs

EXPERIENCE & QUALIFICATIONS

Knowledge / Education:

Graduate or post-graduate degree in strategic communications, business, and/or international development/policy subjects.

Specific Skills:

- Excellent verbal communication, including the ability to effectively communicate with internal and external individuals and organizations.
- Outstanding ability to write clearly, quickly, and persuasively.
- Strong presentation skills and experience with public speaking.
- Must be a strategic thinker, able to push forward with imperfect information, and comfortable providing direction to others.
- Detail oriented and strong organization skills. Required to execute on multiple competing priorities.
- Results oriented with a focus on ensuring goals and targets are achieved.
- Proven ability to establish and maintain positive relationships with a wide range of people including the ability to recruit, motivate and manage volunteers

EXPERIENCE & QUALIFICATIONS

Desirable Experience:

- 6+ years of professional experience with at least 2 years of relevant experience in the higher education sector including alumni relations, educational programming and/or stakeholder engagement.
- Corporate crossovers in allied fields (public relations, and digital marketing) are also encouraged to apply
- Prior experience of working on database systems and maintaining CRM systems is a plus.

Please note:

We would prefer if the candidate has the requisite work authorisation for India in place when applying. We may be able to offer this in some cases, so candidates should be explicit about this requirement when sending in their application.

HOW TO APPLY

Interested applicants should send the following materials to the attention of the Head of College, Soraya Sayed Hassen at **vacancies@muwci.net**

- Curriculum Vitae (not more than two pages)
- Brief cover letter (not more than one page)
- Details of two references (professional relationship, dates of employment, telephone and email contacts)
- *Optional:* A 200-250 word statement on “how the UWC mission and values find expression in your own life.”

We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. Candidates must be willing to undergo screening appropriate to the position including checks with past employers.

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Deadline: May 3, 2021