THE INSTITUTION

Haverford College is consistently ranked among the top 20 undergraduate liberal arts colleges in the United States. Located outside Philadelphia, it is highly regarded for its rigorous and intensely personal undergraduate education, which is delivered in a beautiful arboretum setting and anchored in its Honor Code. The vast majority of students live on campus and are active in athletics, student clubs, internships, service activities and self-governance. Haverford was founded by Quakers in 1833, who believed that academic excellence, offered in a setting of tolerance and mutual respect, would serve a larger goal of "educating the whole person." While Haverford is nonsectarian today, those same values continue to inspire and distinguish its students and alumni.

The Institutional Advancement Division propels Haverford’s mission and values through inspired engagement and philanthropy. This Division supports the strengthening of the College’s values-based liberal arts education through its relationships with alumni, parents/families and friends, and by building Haverford’s reputation as a remarkable institution of higher learning. Particularly in the case of Haverford alumni, their relationships with the College and their fellow alumni are viewed as lifelong and the Institutional Advancement Division strives to enrich them through different engagement and volunteer opportunities.

This is an exciting time as Haverford College is in the midst of developing a new strategic plan that will position the College for its next decade and lead up to its 200th anniversary. Expecting to conclude in the next six months, this collaborative community-wide effort will set the institutional aspirations and priorities that will inform the next comprehensive campaign. In tandem with the development of Haverford’s new strategic plan, Institutional Advancement has created a data-informed multi-year and multifaceted plan that undergirds growing the Division, recalibrating several departments, adding new functions, and preparing for a robust campaign. Over the next two years, Institutional Advancement will expand its staffing between 25-40%, across multiple areas (Philanthropy, Alumni and Constituent...
Engagement, Advancement Services, and Charitable Gift Planning), and at all levels of its operations, such as Advancement Communications, Volunteer Recruitment and Development, Principal Gifts, and Analytics and Predictive Modeling. Enthusiastic, high-caliber professionals are sought to join the existing team of excellent colleagues and help propel Haverford forward through the launch of the comprehensive campaign and fulfillment of Institutional Advancement’s multi-year and multifaceted plan.

For additional information, please visit their website at https://www.haverford.edu/.

THE POSITION

Reporting to the Director of Alumni and Family Engagement, the Assistant Director of Alumni and Family Engagement designs and implements comprehensive lifecycle-based engagement opportunities for the Haverford alumni and family community that are seamlessly aligned with the College’s fundraising and engagement efforts.

The primary responsibilities of the Assistant Director of Alumni and Family Engagement (AFE) include affinity program strategy, management and expansion, overseeing and executing the Alumni Awards program, creating and managing alumni and families programs in order to build relationships, and strengthening philanthropic support for Haverford. This work can be completed in person, or remotely, but will follow a hybrid work model, while engaging our constituents through on campus, regional/national/international, and virtual initiatives.

Primary Responsibilities

- Together with the Director of AFE and the entire Alumni and Constituent Engagement (ACE) team (Special Events, Advancement Communications, Alumni and Family Engagement and Volunteer Management) think critically, strategically, and creatively about the ways in which alumni, families, and constituents engage with the College and with one another. Design and execute programming to strengthen alumni and family engagement – in person and virtually.
- Partner and guide our alumni affinity leadership volunteers in programming to expand the connections of Haverford’s larger alumni, student, and family communities. Affinity groups to work with would include the Multicultural Alumni Action Group (MAAG). The Assistant will also explore the creation of new identity based affinity groups.
- Guide engagement programs that showcase the value of inclusion by designing programs to (re)engage parts of the community, as well as broaden representation and participation in all ways in existing programs.
- Oversee the welcoming of new families into the Haverford community, in particular, by overseeing the dynamic Family Orientation Week program.
- Create and implement a matrix of rotating student activity affinity reunions, and link them closely with existing student organizations.
- Develop new outreach programs, including a book club, as well as exploration of a podcast series.
- Serve as the liaison to the Office of the Vice President for Institutional Equity and Access.
- Collaborate with and promote support for Individual and Annual Giving, as well as the campaign and its priorities. Create deliberate pathways for affinity group engagement with giving by promoting particular funds that support areas of alumni passion.
• Partner with other Institutional Advancement colleagues on programming that crosses departments.

**Additional Responsibilities**

• Support, as needed, the efforts of the Alumni Association Executive Committee (AAEC) and its subcommittees as determined by the Director, Alumni and Family Engagement.
• In collaboration with ACE colleagues, maintain all electronic systems as it relates to this work, including but not limited to, the website, departmental calendars, CVent (registrations), MailChimp (email), Raiser's Edge (database), Haverford Connect (networking platform), social media, and more.
• Act as staff representative at events as necessary, including evening and weekend programs. Occasional overnight travel is also possible.
• Actively cross train with other staff in ACE, to both diversify personal skill sets, as well as build a stronger department.
• Serve as project manager for ACE projects as assigned.
• Participate in professional development opportunities as guided by the Director of AFE.
• Remain current on best practices in special events through independent study, participation in group seminars and workshops, as well as through one-on-one training.
• Other duties as assigned. All specific projects/affinity group responsibilities are subject to change, and may shift at any time due to evolving institutional priorities, staffing transitions or other reasons.

*This position’s work location/hours will follow that of the College and Institutional Advancement’s policies and procedures.*

**Education, Training, & Experience**

• Bachelor’s degree required.
• 1 to 3 years of alumni relations, volunteer management, program development, and/or advancement experience preferred.
• Familiarity with a liberal arts setting, as well as Haverford’s mission and priorities is favored.
• Knowledge of fundraising and annual giving preferred.
• Superior oral and written communication skills, including proofreading and editing.
• Ability to work independently and as a member of a team, to prioritize work efficiently, and to meet deadlines while maintaining a positive attitude is required.
• Strategic thinker that can easily see opportunities for growth, advancement, and scaling of projects.
• Facilitate information in order to assist in the success of Alumni and Constituent Engagement and Individual Giving efforts.
• Must be calendar driven.
• Must be able to handle confidential materials and situations with sensitivity, tact, and discretion.
• Ability to carry out multiple activities/projects concurrently is expected.
• Technological proficiency, including familiarity with spreadsheets and databases (Raisers Edge preferred).
Special Requirements

- All faculty and staff (including contract workers) who are employed or engaged by Haverford College, must be fully vaccinated against COVID-19 (to include a booster dose when eligible), and provide proof of vaccination, unless an exemption from this policy has been granted as an accommodation or otherwise.
- Possession of a valid U.S. driver’s license and ability to pass a Motor Vehicle Record Check is required.
- Evening and weekend work required.
- Some travel required.

For inquiries, nominations, and applications please contact:
Marie O’Riordan, Partner
610-924-9100 • moriordan@lambertassoc.com

Leaders in Executive Search for Nonprofit Organizations
Lambert & Associates
222 S Manoa Road, Suite 201 • Havertown, PA 19083 • 610-924-9100
www.lambertassoc.com