



30 School St.
Tilton, NH 03276
(603) 286-4342
tiltonschool.org

Coordinator of Alumni and Parent Engagement

(Full Time Position –Year Round)

Tilton School is seeking a new Coordinator of Alumni and Parent Engagement who supports the team’s strategic priorities of engagement and events for the Tilton community. This position helps develop strategy for building relationships with the families and alumni of Tilton through quality event planning, volunteer engagement and communications. Competitive candidates will have experience in administrative, programmatic, and customer-focused support for engagement efforts including but not limited to support of the Alumni Class Ambassadors, Parent Association, volunteer engagement efforts and events. Strong communication and relationship building skills are essential. Working independently as well as a dedicated team-member are both important for providing staff and volunteer support to ensure the smooth operation of the department and the connections within the Tilton community of alumni, parents and friends. This is an opportunity for an ambitious, creative thinker who will bring Tilton’s culture to the forefront through authenticity, forging meaningful relationships and fun.

Primary Responsibilities:

- Oversee alumni and parent engagement with Tilton School via communications, events, personal outreach, social media, and volunteers
- Responsible for fundraising and solicitation of volunteers
- Responsible for ongoing volunteer recruitment and management
- Serves as liaison to the Parents’ Association and is responsible for all tasks associated with supporting their volunteer work and events
- Facilitate the planning, execution and follow up for all-school and alumni events
- Support the design of communications to support events and volunteers
- Provide information about potential alumni profiles and stories for the magazine
- In collaboration with Communications
- Maintain regular communication with alumni and family members via direct contact, phone, email blasts, web pages, print publications, etc.
- Manage LinkedIn platform
- Travel for regional events in the US and relationship building initiatives to support the network of alumni, parents and friends

Qualifications:

- Bachelor’s degree (or equivalent) from an accredited college or university, preferably with a concentration in marketing, business or event planning
- Minimum of three years’ event planning/development experience
- Experience in donor solicitation
- Highly organized with exceptional attention to detail
- Demonstrated written and verbal communication skills
- Ability to network and form community collaborations
- Comfort in working with a diverse population



30 School St.
Tilton, NH 03276
(603) 286-4342
tiltonschool.org

- Ability to analyze data
- Creative, out-of-the-box thinker
- Ability to work well as part of a team
- Events management (required).
- Strong written and verbal communication skills.
- Criminal background and driver's license record check required.

Benefits

This is a full-time, exempt position with benefits. Housing is available on campus but not required.

To Apply

Interested applicants should send a letter of interest, resume, and a link to a portfolio or relevant work samples to: employment@tiltonschool.org.

At Tilton School, all persons shall have the opportunity to be considered for employment without regard for race, religion, natural origin or ancestry, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law. The School does not discriminate on the basis of race, religion, national or ethnic origin, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law in the administration of employment practices or procedures, promotion, or application of employee policies and benefits.

For more information about Tilton School, please visit our [website](#).