



THE WHEELER SCHOOL

Alumni Engagement Manager

Start Date: June 2022

Reports to: Head of Advancement

Are you drawn to people and their stories? Are you a natural at connection-making and community-building? Do you relish tackling multifaceted projects, bringing new ideas to fruition, and feeling pride of ownership in your work? Do you find it exciting to be connected to an institution that continually strives for excellence as well as empathy? Do you think work should be fun a lot of the time?



If so, and if you are also seeking a supportive professional environment in which you can experience the satisfaction of both collaboration and autonomy, read on to consider whether joining The Wheeler School as the Alumni Engagement Manager might be the perfect fit for you.

About The Wheeler School

Founded in 1889, The Wheeler School is a co-educational independent day school for approximately 800 students from Nursery through Grade Twelve on two beautiful and dynamic campuses in the city in Providence, Rhode Island, and “on the farm” in Seekonk, MA. Our mission, “To learn our powers and be answerable for their use,” is reflected in our school environment: Wheeler is a place where we

strive to make anything possible for curious students; where choice, inquiry, and interest are of primary import; where we know individuals well; and where we insist upon and nurture intellectual character, critical thinking, empathy, and creative spirit.

Wheeler’s Office of Advancement is committed to reinforcing and resourcing that mission. We seek to strengthen a culture of philanthropy that inspires pride, fosters an inclusive sense of community, and raises the funds that ensure an outstanding education for Wheeler students. Reporting to the Head of Advancement and serving as a key member of the eight-person Advancement team, **the Alumni Engagement Manager creates, evaluates, and continually refines a program of communications, events, and volunteerism that connects our 4,400 alumni from all generations with each other and to the life of the school.** Building upon a recent period of investment in alumni programs and exploration of

the divergent experiences of alumni from different backgrounds and identities, the Manager will enhance the belonging, spirit, and culture of giving among the alumni community.

Wheeler's next Alumni Engagement Manager will have the opportunity to:

- Direct the overall strategy for alumni engagement across multiple mediums (print, digital, social, interpersonal).
- Deepen the school's understanding of the multitude of ways in which its diverse alumni – particularly alumni of color and other traditionally underrepresented constituencies – view and experienced Wheeler, and what would motivate them toward more meaningful engagement;
- Plan, promote, and execute the annual Reunion and Homecoming Weekend as well as a variety of periodic local and regional events.
- Manage a pool of 20-25 alumni leadership giving prospects (annual donors of \$1,000+) and maintain a supporting schedule of visits and solicitation.
- Build out the potential of new digital engagement platforms, including text-message communications and the recently launched alumni portal (The Wheel).
- Work with the Director of the Wheeler Fund and the Senior Director of Philanthropy and Engagement to increase alumni annual giving and planned giving (e.g. bequests), the reintroduction of a reunion-giving program.
- Collaborate with the strategic communications team to identify and produce content – including the *Now and Then* magazine, the alumni e-newsletter, and the alumni section of the school's Web site – that promotes the alumni program and highlights alumni and their achievements.
- Work closely with senior class officers and Upper School administrators on programming that transitions graduating seniors into the alumni community, including partnering with the Dean of Students on graduation events.
- Recruit, train, and partner with a variety of alumni volunteers and serve as the staff liaison to the Wheeler Alumni Board.
- Pursue professional development opportunities to remain up to date on best practices in the industry, and selectively pilot, refine, and ultimately scale innovative approaches to increasing alumni volunteerism and philanthropy.
- Build effective relationships with faculty and staff as an active member of the school community.
- Contribute actively to a creative, collaborative, and fun-loving Advancement Team committed to building a highly effective comprehensive fundraising program for one of the top independent schools in the region.

The ideal candidate will be:

- A confident project manager who can break down complex tasks into manageable, deadline-driven steps;
- A strong verbal communicator who can build trust and rapport, engage in positive and fruitful conversation, and “make the ask”;
- A writer who can convey both clarity and emotion in the written word;
- A lifelong learner with a commitment to being a change agent in our efforts toward advancing equity and inclusion in the Wheeler community;
- A go-getter who can set, pursue, and achieve goals with an energy that matches the dynamism of Wheeler's school environment...

...and will bring the following qualifications:

- Bachelor's degree or an equivalent combination of education and experience;
- A minimum of three years of success in positions that include one or more of event planning, fundraising, communications, community-building, volunteer management, and constituent engagement;
- A sense of humor and a sense of humility;
- Ability to attend occasional evening and weekend events and travel periodically;
- A familiarity with The Raiser's Edge software program (a plus but not required).

This is a full time, 12-month exempt position with competitive salary and comprehensive benefits, including generous paid time off and a flexible team culture that supports work/life balance. Candidates will also receive mentorship tailored to experience level and interests, opportunities for robust professional development, and access to a wide array of peer affinity groups.

To apply, please submit a resume and cover letter (required) to Rachel Spaulding, Head of Advancement, at rachelspaulding@wheelerschool.org **by June 3**. Please include the "Alumni Engagement Manager" in the subject line and cc: careers@wheelerschool.org.

Wheeler School Statement on Diversity and Cultural Competency

At Wheeler, we actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enrich life on campus, and better prepare us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity within our community through hiring. Learn more about our diversity, equity and inclusion philosophy, and program.

Nondiscrimination policy

We are committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.

Learn more about [The Wheeler School](#) and [careers in our community](#).