

POSITION AVAILABLE

ALUMNI ENGAGEMENT MANAGER FULL-TIME

We are privileged to learn, work, and live on the traditional territory of the Sc'ianew (Beecher Bay) First Nation.

Pearson College UWC stands as a beacon of hope and education, founded in 1974 with a vision to make education a force that unites people, nations, and cultures for peace and a sustainable future. Our mission is deeply rooted in this vision, striving to empower students from diverse backgrounds to actively engage in creating a better world.

At Pearson, we are more than just an educational institution; we are a vibrant community of passionate individuals committed to fostering global understanding and positive change. As one of 18 United World Colleges around the world, our students undergo a rigorous selection process involving over 150 National Committees worldwide. They are chosen not only for their academic potential but also for their demonstrated dedication to making a meaningful impact on the world. Moreover, the majority of our students receive substantial financial aid, ensuring that opportunities for transformative education are accessible to all.

Pearson College UWC is recruiting for an outstanding Alumni Engagement Manager

Reporting to: *Director of Advancement and External Relations.*

Position Summary:

The Alumni Engagement Manager is a community mobilizer that is responsible for initiating, leading, and supporting programs and projects that inspire Pearson College UWC's global alumni network of over 5,000 members to deepen their philanthropic support for the College.

Serving as the primary point of contact for alumni, the Alumni Engagement Manager oversees a portfolio of alumni donors, manages volunteer and staff-led initiatives, and organizes key events such as reunions and engagement opportunities both on campus and virtually. The role also involves storytelling and communications, working closely with the College Communications team to share alumni narratives and updates across multiple channels. Strong project management,

event planning, and community-building skills are essential, along with a passion for global citizenship education and the mission of Pearson College UWC.

Responsibilities

- Curate and execute all alumni engagement activities, broadly engaging alumni with the goal of increasing the alumni giving rate through Annual Giving, reunions, Class Year Scholarships, and other methods.
- Act as the primary contact, public representative, and community facilitator for Pearson College UWC's 5,000+ member alumni community.
- Maintain a personal portfolio of 75-100 alumni donors and prospects through every stage of the donor lifecycle.
- Manage and empower volunteers to lead alumni engagement and philanthropic initiatives as appropriate, including through the Pearson College Alumni Association, Reunion Planning Committees, and other groups.
- Organize and lead on-campus summer reunions (2-3 each year), including managing budget, logistics, and programming.
- Collaborate with the College Communications team to identify and collect alumni stories for multi-channel distribution and execute alumni-specific communications.
- Use Raiser's Edge NXT to track interactions with key alumni, manage events, monitor alumni giving activity, and execute communications.
- Monitor, understand and, as appropriate, respond to alumni questions and concerns on all platforms, including in-person and digitally.
- Host alumni on campus for visits and tours.
- Engage community through events throughout the year, including Global Village Updates
- Perform other duties as assigned to support overall operations of the College.

Skills and Preferred Experience

- 5+ years' experience in alumni engagement, fund development, and/or non-profit management.
- Post-secondary degree in a relevant field (e.g., non-profit management, fundraising, communications, marketing) preferred.
- Event management experience.
- Experience in managing volunteers.
- Project management with the ability to digest data and present key findings in an evidence-based manner.
- Exceptional communication (written and verbal) and interpersonal skills in combination with public speaking abilities.
- Detail oriented with an ability to function and process information with high levels of accuracy.

- Demonstrated experience in community development and organizing groups online, with a track record of bringing people together in diverse environments, creating trust and connection.
- Demonstrated organizational and time management skills, with the ability to manage multiple projects simultaneously.
- A natural storyteller with the ability to identify and co-create compelling content and engagement opportunities.
- A proactive approach with a “can-do”, flexible attitude, with the ability to work independently and as part of a team.
- Working knowledge of Raiser’s Edge is an asset.
- A strong interest in the transformative power of global citizenship education and the ability to effectively communicate the distinct mission and values of Pearson and UWC.
- Ability to recognize, respond, and adapt quickly and strategically in response to global trends.
- Proficient in Microsoft Office applications, including Outlook, Word, Excel, Teams, SharePoint, and PowerPoint.

Compensation & Organization

This is a permanent, full-time position of 35 hours per week located at Pearson College UWC in Metchosis, approximately 40 minutes from downtown Victoria, BC. The salary range is \$70,000 - \$80,000 per annum, plus a comprehensive benefits package that includes four weeks of vacation with additional paid time off during Christmas, extended health & dental coverage, matching RRSP program, and on-site meal program (taxable benefit). Applications will be accepted until the position is filled and reviewed daily. Only candidates selected for an interview will be contacted. Candidates must be eligible to work in Canada and pass a criminal record check. Résumés and a cover letter can be emailed to careers@pearsoncollege.ca.

As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning, and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power.

We encourage applications from individuals belonging to minority groups, including but not limited to Indigenous peoples, LGBTQ+ individuals, women, and those with diverse backgrounds or experiences. Your unique perspective is valued and contributes to fostering an inclusive and equitable workplace.