



Associate Director, Alumni and Community Relations

Polytechnic School
Pasadena, California

In 1907, Polytechnic School became the first nonprofit, independent school in Southern California, enrolling 106 students in kindergarten through eighth grade. The original school buildings were designed by renowned architect Myron Hunt and feature his revolutionary “open air” school design with residential-scale classrooms and adjacent courtyards and playgrounds. These buildings continue to form the heart of the Lower and Middle School campus more than a century later. Fifty years after the school’s founding, the decision was made to expand the educational program through the 12th grade. Poly’s Upper School campus opened in 1959, and in 1962, the first senior class graduated.

Today, Poly enrolls 870 students and remains an ambitious, forward-thinking school community—one devoted not only to scholarship but also to the creative arts, the camaraderie of team sports, the joy of service to others, and the welcoming spirit of friendship—on the historic campus and around the world. A Poly education encourages students to become intellectual leaders, who are prepared to become contributing and responsible citizens in their communities. The school expects to develop in its students a joy for learning, an appreciation for the value of friendship, a life-long relationship with the school and the commitment to be of service to others.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Associate Director, Alumni and Community Relations

The Associate Director, Alumni and Community Relations is an innovative, creative, and collaborative ambassador and advocate for alumni within the greater Poly community. Reporting to the Executive Director of Alumni and Community Relations, they are an integral member of the Advancement team who partners internally and externally to help advance institution-wide engagement of Poly's 5,000+ alumni. They will be responsible for assisting in the development, design, implementation, and management of Poly's virtual and in-person alumni engagement initiatives as well as digital and print communications.



Primary Responsibilities

Alumni Engagement

- Develop, manage, execute and strategically grow a portfolio of diverse and innovative engagement opportunities focused on enhancing and strengthening alumni and community connections with each other and current students.
- Oversee major annual events such as Alumni and Reunion Weekend and responsible for the day-to-day management of assigned programs and initiatives.
- Monitor, facilitate, and expand awareness of PolyConnect, the online alumni community.
- Assist with the management of program and event budgets.
- Develop and produce reports in tandem with Advancement Services and analyze metrics to identify effectiveness of programming and opportunities for growth.
- Manage and direct select projects of the Associate, Alumni and Community Relations.



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Volunteer Management

- Assist with the logistics and preparation for and actively participate in Alumni Board meetings. Support committee chairs and activities of the board committees.
- Identify, recruit, train, manage and engage a diverse community of volunteers and provide support to alumni groups and committees.

Communications

- Manage digital and print communications as an integral part of Poly's alumni engagement strategy, with oversight from the Executive Director and in partnership with Communications.
- Create and edit content for, design, and distribute the monthly alumni e-newsletter, email campaigns, alumni social media channels (Facebook, Instagram, Twitter) and printed materials. Manage and maintain alumni webpages and content.
- Assist with responses to alumni@polytechnic.org and alumni office mainline.



Skills

- Possess dynamic interpersonal skills with the ability to comfortably and confidently interact with a diverse community of alumni, students, parents, trustees, and colleagues.
- Knowledge of and/or ability to learn programs, such as Raiser's Edge and Google Suite. Familiarity with social media and other digital platforms is ideal.
- Experience managing multiple priorities and projects in a results-driven environment while demonstrating exceptional organizational skills and attention to detail.

Qualifications

- BA or equivalent experience.
- 5 years professional experience in alumni relations, events/program development, and/or communications. Independent School or Higher Ed experience/familiarity preferred.
- An interest in all aspects of school life, including faculty and student activities.
- Flexibility to work evenings and weekends and for occasional travel.



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Interested Persons Contact

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All inquiries and nominations are kept confidential.

In order to provide equal employment and advancement opportunities to all individuals, Poly will recruit, hire, train, and promote faculty and staff without regard to an individual's race, color, sex, gender identity, genetic information, sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition and physical or mental disability (whether perceived or actual), or any other consideration made unlawful by federal, state, or local laws. School policy also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.



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