Lead, Alumni Engagement

OCAD University acknowledges the ancestral territories of the Mississaugas of the Credit, the Haudenosaunee, the Anishinaabeg and the Huron-Wendat, who are the original owners and custodians of the land on which we live, work and create

OCAD University, Canada's largest and oldest art and design university, is a vibrant community of bold, curious and compassionate artists, designers and scholars who are imagining and creating a joyful, equitable and sustainable world. The University is an internationally renowned hub for art, design, digital media, research, innovation and creativity, and arts administration. It embraces collaborative and interdisciplinary approaches to change-making through art, design-thinking curriculum and research, making OCAD U a local, regional, national and global leader in art and design.

It is an exciting time to join the OCAD U community as the University is at a key stage in its institutional transformation, with the implementation of its Academic and Strategic Plan and guiding principles — driving positive impact; decolonization, indigenization and equity; environmental sustainability; emerging as a vibrant hub; student centered approaches; innovation in learning teaching and research; and financial stewardship.

Reporting to the Director of Annual Giving & Alumni Relations and working closely with academic faculties and programs, Marketing & Communications, the RBC Centre for Emerging Artists & Designers, Admissions & Recruitment, Advancement, and other campus partners, the Lead, Alumni Engagement will assess, structure, and expand ways for alumni to be involved, creating a comprehensive roster of engagement opportunities that leverage alumni expertise and strengthen connections between alumni, students, faculty, and the broader OCAD U community.

This role will identify and assess existing alumni engagement activities across the institution, establish processes that support coordination and collaboration, and develop new initiatives to address gaps and broaden opportunities for meaningful alumni participation. The position will contribute to building a more connected and engaged alumni community while supporting institutional priorities related to student success, experiential learning, mentorship, recruitment, and lifelong engagement.

OCAD University is seeking a Lead, Alumni Engagement to help strengthen and coordinate alumni engagement across the institution. This one-year term position will play a critical role in creating a more centralized and strategic approach to alumni engagement.

Summary of Responsibilities:

- Serve as the University's central point of contact for alumni engagement activities, providing coordination, guidance, and support across faculties, departments, and administrative units.
- Conduct an inventory of existing alumni engagement initiatives and develop and maintain a centralized roster of opportunities for alumni involvement.
- Create and implement an annual alumni engagement plan that supports institutional priorities and advances a coordinated, university-wide approach to alumni relations.
- Collaborate with academic faculties and departments to support alumni engagement objectives and strengthen connections between alumni and academic programs.
- Partner with the RBC Centre for Emerging Artists & Designers to expand opportunities for alumni involvement in mentorship, experiential learning, career development, and other student-facing initiatives.
- Work with Recruitment & Admissions to develop meaningful opportunities for alumni participation in student recruitment activities, including ambassador programs, portfolio reviews, outreach initiatives, and prospective student engagement.
- Identify gaps in existing programming and develop new initiatives that enhance alumni participation and strengthen connections among alumni, students, faculty, and OCAD U.
- Collaborate with Advancement and Marketing & Communications to promote alumni programs and opportunities through a variety of communication channels.
- Establish processes for tracking alumni engagement, maintain accurate records in Raiser's Edge and other systems, and monitor participation and outcomes.
- Engage with alumni to understand their interests, identify opportunities for involvement, and assess their willingness to participate in alumni programs and initiatives.
- Represent the Alumni Relations team at events by welcoming attendees and fostering meaningful connections with alumni.
- Evaluate the effectiveness of alumni engagement activities and provide recommendations for continuous improvement and long-term sustainability.

Qualifications:

- Minimum of five (5) years of experience in alumni relations, community engagement, or stakeholder relations
- Post secondary degree, or equivalent
- Demonstrated ability to build and maintain effective relationships with a wide range of stakeholders, including alumni, students, faculty, staff, volunteers, and external partners.
- Experience developing, coordinating, and implementing engagement programs, events, or volunteer initiatives.
- Strong project management and organizational skills, with the ability to manage multiple priorities and meet deadlines in a collaborative environment.

- Excellent written, verbal, and interpersonal communication skills, with the ability to tailor messaging to diverse audiences.
- Strong analytical skills and experience collecting, tracking, and interpreting participation and engagement data to inform decision-making and evaluate outcomes.
- Experience working with constituent relationship management (CRM) systems; familiarity with Raiser's Edge or similar advancement databases is considered an asset.
- Demonstrated ability to work independently and collaboratively across departments and organizational levels.
- Knowledge of higher education, alumni relations, advancement, student engagement, or the arts and design sector is an asset.
- Demonstrated commitment to the principles of equity and diversity, and experience promoting a respectful work and learning environment for students, staff and faculty

Mode of Work: Hybrid

Compensation: $72,077.00 annually to $84,784.00 annually.
*The successful incumbent has the option of pay in lieu or enrollment in benefits.

Hours of Work: Monday to Friday, 35 hours per week. This is a temporary contract with an expected duration of 1 year.

Application Deadline: Interested applicants are invited to submit an updated * resume and cover letter (**PDF**) by selecting "Apply Now" below. The review of applications will begin immediately and will continue until the position has been filled.

Please upload your resume and cover letter **as one PDF. Please name your upload: *FirstName_LastName-Job Code*

As an institution committed to art, design, digital media and related scholarship, OCAD University recognizes the profound and essential value that diversity brings to the creation, reception and circulation of creative practices and discourse. OCAD University understands that valuing diverse creative practices and forms of knowledge are essential to and enrich the institution's core mission and vision as an art and design university with a local and global scope.

As an employer committed to employment equity, we encourage applications from members of equity-deserving communities including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

OCAD University is committed to providing an inclusive and barrier free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process. Please contact People & Culture for more information or refer to OCAD U's Policy of Accommodation in Employment for Persons with Disabilities .

All qualified persons are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.