



Position Available

Alumni Associate

HIGH MOUNTAIN INSTITUTE

The High Mountain Institute is seeking an **Alumni Associate**, a nine month per year (September 15-June 15) position (75% equivalent). Responsibilities include: being a critical contributor to the development and implementation of an alumni relations program, including alumni events, communication forums, and alumni development; promotion and marketing of all HMI programs, including the HMI Semester, Summer Term and High Peaks Adventure; administrative tasks include tracking alumni related data, database and website management, and potential other duties including assisting with HMI programs and/or fundraising, and social media efforts.

About HMI: The High Mountain Institute is based five miles from the town of Leadville, Colorado. HMI's mission is focused on developing connections to the natural world and the junction point between intellectual and outdoor pursuits. HMI offers a variety of programs including: the HMI Semester, a four-month academic and wilderness program for high school juniors offered in the Fall and Spring; the Summer Term, a six-week academic enrichment program for high school students offered each summer; the High Peaks Adventure course for 14-15 year olds offered each summer; wilderness medicine courses in partnership with the WMI of NOLS (WFR's, WFA's, and re-cert. courses); and several avalanche trainings each January. For more information about HMI, please see www.hminet.org.

Primary Duties Include:

- Create and coordinate alumni regional events
- Create and coordinate alumni college groups
- Work with Director of Advancement to coordinate alumni development efforts
- Work with Director of Advancement to plan and organize Alumni Advisory Council
- Actively engage alumni in dialogues with HMI through social media networks
- Collect and analyze data regarding HMI's alumni body (colleges, jobs, etc.)
- Gather stories and feedback from alumni to promote HMI in current and future marketing venues
- Manage alumni contacts and information in database
- Manage alumni website and resources
- Participate in 2-3 weeks of HMI promotional travel/year
- Participate in 1-2 weeks of HMI alumni event travel/year
- Assist in planning and coordination of major HMI events on & off campus
- Participate in HMI Semester & activities to build lasting relationships with HMI alumni
- Support Office of Admissions and Advancement in all capacities: database management, mailings, website & social media

Potential Secondary Duties Include:

- Lead 1-2 wilderness expeditions per year, depending on experience. (Current Wilderness First Responder and CPR certifications required.)
- Assist with student oversight in the HMI Semester program

Benefits:

- Health Insurance provided
- Retirement benefits after 1 year (TIAA-CREF)
- Starting salary of \$24-28K, commensurate with experience
- Start date: September 15, 2012

Minimum Qualifications: BA or higher, highly motivated and organized, passion for the High Mountain Institute mission, outstanding verbal and written communication skills, comfort with and enthusiasm for public speaking and making presentations to large audiences, enthusiasm for working with teenagers in a residential setting, criminal and driving background check required.

Desired Qualifications:

- Prior experience working in a school and/or residential program setting
- Prior marketing and communications experience
- Alumni of an HMI Semester or other HMI program
- Prior experience and enthusiasm for event planning and coordination
- Familiarity with the High Mountain Institute

How to Apply: After reviewing the minimum qualifications and the HMI website, please submit the following three items no later than March 1, 2012: 1-2 page Cover Letter, Resume including 3 references, and completed HMI Employment Application (available on the website) to Reed Holden, Admissions & Development Assistant via e-mail at rholden@hminet.org, via fax to 719-486-8201, or to the mailing address below. After an initial review, HMI will solicit further information from some candidates, such as a practical testing, writing sample, and other information. Finalists will be invited to HMI for a formal interview. HMI is committed to taking the time to carefully review candidates and will not fill the position until an ideal candidate is found. Correspondence via e-mail preferred. The High Mountain Institute is an equal opportunity employer.

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