



Director of Alumni Relations
The Webb Schools
Claremont, California

THE SEARCH

[The Webb Schools](#) (Webb) seek a relational, energetic, and innovative professional to serve as director of alumni relations. Reporting to the newly appointed chief advancement officer (CAO), the director of alumni relations (director) will provide strategic leadership for Webb's alumni engagement efforts, shaping a dynamic and inclusive program that strengthens lifelong connections to the school.

Webb is recognized for its interdisciplinary approach and distinctive experiential learning, offering 400 boarding and day students both a strong academic foundation and the flexibility to shape their own high school journey. Webb's alumni and parents span the globe, as Webb students originate locally, from across the U.S., and internationally. Under the strong leadership of Head of School [Dr. Theresa Smith](#), a new strategic plan coming into focus, and a recently completed \$200 million campaign, the institution is strongly positioned for the future.

At this pivotal moment, Webb seeks a forward-thinking leader to guide alumni engagement into its next chapter of excellence. The director will lead efforts to build, organize, and support the [Alumni Council](#) and class agents, fostering strong relationships, expanding engagement opportunities, and driving participation in philanthropic and community initiatives. The director will collaborate closely with advancement colleagues to manage the reunion giving program and orchestrate successful engagement events, such as Alumni Weekend and other regional programming. Additionally, the director will lead, inspire, coach, and supervise the assistant director of alumni and donor relations, fostering a culture of creativity, accountability, and collaboration.

The ideal candidate will be a strategic and creative thinker, a persuasive communicator, and an excellent team player eager to work in close partnership with academic and administrative leadership and colleagues across campus. With at least five years of experience, the successful candidate will bring a demonstrated ability to design and implement impactful engagement strategies. Critical to success is a

deep appreciation for the history and aspirations of The Webb Schools and the ability to articulate persuasively the importance of its work and mission to internal and external audiences.

The Webb Schools have retained Rachel Ellenport of the national executive search firm, Isaacson, Miller, to assist in this important recruitment. Confidential inquiries, nominations, and applications should be directed to the search firm as indicated at the end of this document.

ROLE OF THE DIRECTOR OF ALUMNI RELATIONS

The director will lead a comprehensive program to engage alumni in the life of The Webb Schools and to strengthen their philanthropic support. The director will build meaningful connections among alumni, students, and the school; foster volunteer leadership; and advance Webb's mission through communications, events, and strategic outreach that inspire lifelong engagement and giving.

Key responsibilities and duties of the director include:

- Develop and execute an annual plan for alumni engagement and giving aligned with institutional goals and achieve metrics in accordance with CASE guidelines.
- Supervise, mentor, and evaluate the assistant director of alumni and donor relations.
- Recruit, organize, and support the Alumni Council to advance alumni engagement and annual giving; work closely with the Alumni Council President to develop annual goals and initiatives.
- Recruit, train, and manage class agents for every graduating class to strengthen communication, connection, and giving participation.
- Manage the reunion giving program, including recruitment, training, and support of reunion volunteers; collaborate with the Webb Fund team to establish and achieve reunion class giving goals.
- In collaboration with the director of special events, plan and execute all alumni events and programs, including Alumni Weekend, regional gatherings, and special programs for young alumni, Club 50, and current students.
- Coordinate with colleagues and volunteers to ensure events reflect Webb's values, priorities, and standards of excellence.
- Engage with and supervise Webb students as needed for projects related to the Webb Archives, Junior Career Evening, and other alumni engagement initiatives.
- Oversee all alumni communications, including email, social media, website content, print materials, and newsletters.
- Partner with the director of marketing and communications and the assistant director of alumni and donor relations to develop an editorial calendar of compelling alumni stories and content for school publications.

- Oversee departmental operating budgets relevant to alumni relations programming.
- Manage the school archives in collaboration with the assistant director of alumni and donor relations.
- Maintain current alumni data and engagement activity in Raiser's Edge.
- Additional duties as assigned.

QUALIFICATIONS AND CHARACTERISTICS

The director must possess the knowledge, skills, and abilities to successfully perform the essential functions of the position or demonstrate how the essential functions will be performed through knowledge, skills, and abilities not listed below. A bachelor's degree is required.

- A minimum of five years of experience in development, alumni relations, or a related field.
- Proven ability to engage volunteers and donors in meaningful ways.
- Event production and management experience is a plus factor.
- Excellent written, oral, and interpersonal communication skills.
- Ability to plan strategically, manage multiple priorities and meet deadlines.
- Proficiency with Raiser's Edge or similar CRM and with standard office software (MS Office, Google Suite).
- Familiarity with digital engagement and social media analytics tools.
- Demonstrated collaborative approach and positive, team-oriented attitude.
- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students in loco parentis.
- Promotes a trust-based community by keeping appropriate confidence.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

COMPENSATION AND LOCATION

The anticipated salary range for this position is \$100,000 to \$120,000. Webb believes a strong benefits package is important for employee stability and retention. Benefits include relocation assistance, highly subsidized health plans, robust retirement contributions, and tuition remission. Following an initial four-month period on-campus, advancement employees are eligible to work a 3/2 hybrid schedule.

Webb benefits from the location of its [150-acre campus](#) in the city of Claremont, CA, 35 miles east of Los Angeles and at the foothills of the San Gabriel Mountains. Webb's proximity to the Claremont Colleges affords academic partnerships. The city of Claremont, with a population of more than 35,000, features sidewalk cafes, specialty shops, tree-lined streets, and bungalow homes. Claremont was recently ranked the 5th most desirable town in the United States, and housing prices are more affordable than many areas in Southern California. With stunning views of the San Gabriel Mountains, Claremont is less than an hour away from downtown Los Angeles and from mountains, desert, and beaches.

APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be sent via the Isaacson, Miller website: <https://www.imsearch.com/open-searches/webb-schools/director-alumni-relations>.

Rachel Ellenport, Partner
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This document has been prepared based on the information provided by The Webb Schools. The material presented in this leadership profile should be relied on for informational purposes only. While every effort has been made to ensure the accuracy of this information, the original source documents and information provided by The Webb Schools would supersede any conflicting information in this document.

ADDENDUM

THE WEBB SCHOOLS

The Webb Schools are home to roughly 400 students and 65 faculty, providing a 6:1 student-teacher ratio. It is known for interdisciplinary studies and unique experiential learning, providing students with foundational skills and the freedom to design their own high school experience, either as boarders or day students. Webb is an inclusive school community characterized by openness, acceptance, and empathy, where every individual is valued, respected, and supported. Located in Southern California, one of the most diverse areas in the United States, Webb's community is enriched by the different perspectives, beliefs, backgrounds, and experiences of its students, faculty, staff, and alumni. Embracing diversity in all its forms is crucial to Webb's mission, especially its commitment to providing a top-tier learning environment that nurtures future leaders who think, act, lead, and serve.

The Webb School of California was founded in 1922 and served boys in a boarding and day school environment. In 1981, the Vivian Webb School was established to serve girls. Although the schools shared a campus, each had its own traditions and culture. Over time, the schools' programs grew together, and in 2022, on the 100th anniversary of its founding, Webb's board and administration announced that the institution would formally bring together the two schools into one. [The evolution of Webb's programs into a new fully unified school model will be complete by 2028.](#)

The [Raymond M. Alf Museum of Paleontology](#), located on the campus of The Webb Schools, is the only nationally accredited museum in the U.S. on a high school campus. The Alf Museum provides a unique research program for Webb students where they study fossils they find on collecting trips and publish the results of their research in collaboration with museum staff, which is a unique program for secondary school students and only offered at Webb.

ADVANCEMENT AT WEBB

Webb's advancement program recently completed a highly successful \$200 million campaign in 2024, which publicly launched in 2021 with an incredible \$100 million estate gift made by an alumnus. During the campaign, 43 new [endowed funds](#) were established, including 17 for scholarships and 15 for academic and faculty support. The [Legacy Hall of Fame](#) recognizes over 30 donors who have given \$1 million or more to Webb. The [Thompson and Vivian Webb Society](#) recognizes over 165 alumni, parents, and friends who have made an estate commitment or entered into a life-income agreement with The Webb Schools or the Alf Museum. [The Webb Fund](#) has averaged \$1.8 million over the last three years, and total giving in the past two years was \$11.8 million (2022-2023) and \$6.5 million (2023-2024).

Over 70 percent of Webb parents contribute to the school annually, and the parent volunteer group, The Affiliates, is actively engaged in supporting the school in myriad ways. More than 4,600 alumni have strong emotional ties to Webb; many play a significant role in new student recruitment and alumni engagement efforts. In 2024-2025, alumni giving was 10 percent. [The Alumni Council](#) is the primary volunteer

leadership group for alumni of The Webb Schools. The Council consists of 40 men and women, who represent seven decades and many regions worldwide. The Council's goals are to connect alumni to Webb, Webb to the alumni body, and alumni with each other.

LEADERSHIP

Kurt Johnson was appointed Chief Advancement Officer of The Webb Schools in July 2025. Johnson most recently served as the Director of Advancement at Campbell Hall School, a role he has held since 2018. During his tenure, he led a \$45 million campaign, the largest in the school's history, and he worked to substantially increase parent and alumni engagement. He previously held advancement positions at Whittier College and the University of Southern California.

Johnson has a bachelor of arts in Music and a master of arts in Communication Management, both from the University of Southern California.