

DIRECTOR OF ALUMNAE EXPERIENCE AND OPERATIONS

WRITING SAMPLE REQUEST

In no more than 1,000 words total, please provide a writing sample that responds to the four questions below. We are interested not only in your experience, but also in how you communicate your ideas, make decisions and connect your experience to this position. Your response can address each question independently or collectively, depending on your preference.

- Tell us about a time you needed to build alignment or move an initiative forward with volunteers, colleagues or stakeholders over whom you had no direct authority. What was the situation, how did you approach it, and what was the result?
- Describe a program, initiative or strategy you developed or improved to increase participation, engagement, retention or volunteer effectiveness. How did you identify the need, what actions did you take, and how did you know whether it was working?
- This role requires managing recurring operational processes while also responding to events, new needs and competing priorities. Give us an example of a time when you managed several significant responsibilities at once. How did you prioritize, organize the work and ensure strong follow-through?
- Share an example of a time when data, feedback or an emerging trend caused you to change your approach. What did you learn, what did you change, and how did you communicate that change to others?