

**Position: Associate Director of Alumni Relations**

**Grade: 56**

**Reports to: Executive Director of Alumni Relations**

**Overview:**

The Associate Director of Alumni Relations is a key member of the Alumni Relations team. The associate director has total management responsibility for all aspects of Career Alumni Programs, alumni career networking opportunities in the regions and the volunteer recruitment, training and stewardship of volunteers. The associate director will develop comprehensive plans for each of the areas, including goals, strategies and specific tactics for implementing these strategies; and monitor budgets and progress towards goals, adjust strategies, and report on program status. S/he will work collaboratively with alumni relations and advancement officers in each of the colleges and schools to coordinate and communicate efforts. S/he will work closely with staff in the Career Center to manage volunteer programs and build strong connections with staff to execute successful strategies. S/he will develop and manage professional affinity groups in regions that are strategically aligned with priorities.

**Responsibilities:**

**50% Career Networking and Program Development**

- Develop and manage a comprehensive constituent engagement plan in collaboration with the Gwen M. Greene Career and Internship Center
- Develop stewardship and engagement opportunities for board members throughout the year, including the University's largest annual event – Meliora Weekend.
- Coordinate with the executive director of Presidential Advancement to develop and execute programs bringing together board members and selected students for career networking and educational opportunities 2-3 time each year with a goal of 4-5 board members each season
- Develop creative mentoring and network opportunities for alumni
- Ensure strong collaboration and engagement with gift officers and engagement of prospects
- Develop processes to ensure data integrity of alumni contact and employment information in order to expand our outreach opportunities\_Oversee process with Advancement partners to ensure accuracy.
- Identify and implement career networking opportunities in the regions and Meliora Weekend. This may vary year to year.
- Develop and implement a plan for alumni to alumni professional development events and programs.

**40% Professional Affinity Programming**

- Develop and implement professional affinity groups in targeted regions.
- Identify industries, regions and leaders for professional affinity groups
- Recruit, manage and steward volunteers

- Collaborate with colleagues in Alumni Relations, Advancement and Career Center to implement strategic priorities for Advancement Goals.
- Create opportunities to raise the REI in blue regions by engaging additional alumni in key areas of interest.

**10% General**

- Stay abreast of industry best practices, standards and technologies and leverage for strategic planning
- Manage program budgets and allocate budget in most effective
- Field miscellaneous inquiries from alumni.
- Develop and implement policies relating to career alumni relations procedures  
Work closely with other Advancement staff to engage existing and potential prospects in alumni relations activities and also cultivate and identify new prospects.
- Other tasks and duties as assigned by the Executive Director.

**Qualifications:**

- ◆ Bachelor's degree
- ◆ 7-10 years of alumni relations, development, or comparable experience
- ◆ Demonstrated management skills
- ◆ Outstanding communication skills, including direct interpersonal skills.
- ◆ Proven strategic planning skills
- ◆ Demonstrated ability to work with, motivate, and lead volunteers
- ◆ Experience directing advancement activities and working with donors and alumni leaders.
- ◆ Ability to accurately apply judgment skills in all situations, especially related to management, alumni issues and budgets.
- ◆ Ability to analyze, condense and synthesize information and ability to provide accurate analysis and summaries.
- ◆ Ability to diplomatically overcome objections and effectively persuade key constituents.
- ◆ Experience with computer technologies and sophisticated software applications.
- ◆ A general knowledge of institutional fundraising is also preferred.
- ◆ A personal belief in mission, goals and objectives of private higher education and a desire to change the world
- ◆ Ability to work as a member of a team to accomplish objectives
- ◆ Occasional travel; some evening and weekend work