

Position: Assistant Director of Alumni Relations *Part time position
Reports to: Executive Director of Alumni Relations

Overview:

This event support member of the Alumni Relations team works collaboratively with alumni relations and advancement officers in the College and schools to coordinate and communicate regional and Meliora Weekend events.

40% Regional Responsibilities:

In collaboration with the executive director of alumni relations, help manage and execute events as assigned in Rochester and other regions as needed. These events will represent pre-reunion activities, Advancement top priorities and key initiatives integral to the success of Advancement's strategic plan. Key responsibilities include:

- ◆ Program design and implementation. Working closely with various alumni relations staff, implement class events, affinity events, alumni education events in regions and Rochester that will engage alumni and build enthusiasm and interest in the University.
- ◆ Assist in the event execution process including working with vendors, providing customer service to guests, coordinating staffing needs and staffing events when appropriate.
- ◆ Manage logistics for annual national board meetings

40% Meliora Weekend

- ◆ Manage logistics for specific Meliora Weekend activities, as assigned. Events may include reunion dinners, student activities, campus-wide events, athletics events or VIP events. Additional events may be included based on magnitude of the specific event and availability.
- ◆ Provide additional operational support as needed including database management and reporting

20% General

- ◆ Field miscellaneous inquiries from alumni.
- ◆ Other tasks and duties as assigned by the Executive Director of Alumni Relations

Qualifications:

- ◆ Bachelor's degree
- ◆ 3-5 years of alumni relations, development, or comparable experience, preferably at the University of Rochester.

Skills:

- ◆ Outstanding communication skills, including direct interpersonal skills.
- ◆ Experience directing advancement activities and working with donors and alumni leaders.
- ◆ 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.