

**OVERVIEW:**

The Assistant Director of Alumni Relations is a key member of the Engagement team and has primary responsibility for the design and implementation of successful student-alumni engagement relationships, programs, and services. Working closely with colleagues in the Office of the Dean of Students, this position helps design and implement engagement opportunities for affinity cohorts including the multicultural, LGBT, and athletic student and alumni communities of the College. In addition, s/he will create and coordinate programming for other affinity groups including milestone student organizations, fraternities and sororities, and other clubs. S/he will help create, implement and monitor results from a strategic plan; coordinate internal and external communication about these efforts; plan and staff events; and manage assigned budgets.

**RESPONSIBILITIES:**

**30% Diversity Affinities**

- Design and implement activities, communications, and services to engage, cultivate, steward, and serve the University's diverse alumni communities: ALANA, LGBT, and women.
- Through meetings and conversations, work closely with College colleagues and organizations including the Office of Minority Student Affairs (OMSA), David T. Kearns Center for Leadership and Diversity in Science and Engineering, Dean of Students Office, the Intercultural Center and student groups and their advisors, as appropriate, to achieve objectives some of which are stated in the Overview above.
- Produce a quarterly newsletter for alumni reporting on campus diversity updates.
- Through meetings and conversations, collaborate with Alumni Relations and university colleagues to recommend, develop, and execute on-campus and regional events for identified affinity groups.
- Through meetings and conversations, work with reunion staff to ensure diversity in College reunion committees.

**30% General Affinities**

- Through meetings and conversations, develop plans to recognize and engage affinity alumni, specifically those related to student activities, athletics, and professional interests.
- Through meetings and conversations, help develop and communicate guidelines for Office of Alumni Relations support, communication, organization and events for all affinity groups.

- Meet with student organizations and advisors at both the undergraduate and graduate levels, with a focus on the College, to understand points of contact and opportunities with alumni bodies.
- Monitor opportunities for sustained or one-time programming efforts, particularly around anniversaries, both on campus and regionally, through regular discussions with campus, alumni relations, and advancement colleagues, and alumni leaders.
- Serve as staff events coordinator for on- and off-campus affinity programs.
- Through meetings and conversations, work with Advancement staff to identify and engage gift prospects and donors as both volunteers and program participants.

### **20% Meliora Weekend**

- Through meetings and conversations, collaborate with Alumni Relations and university colleagues to recommend, develop, and Meliora Weekend events for identified diversity, multicultural, Fraternity and Sorority groups.
- Serve as staff events coordinator for affinity programs during Meliora Weekend.
- Through meetings and conversations, work closely with student leaders, alumni, AAC staff and campus partners to develop and execute milestone events that engage students and alumni during Meliora Weekend.

### **10% Greek Alumni Affinity**

- Design and implement activities, communications, and services that engage, cultivate, steward, and serve the College's fraternity and sorority alumni.
- Through meetings and conversations, work closely with Fraternity and Sorority Affairs to communicate about and collaborate on programs that engage students and alumni.

### **10% General**

- Oversee and manage related program marketing and budgets
- Supervise student or graduate student staff
- Field miscellaneous inquiries from alumni.
- Through meetings and conversations, work closely with other Advancement staff to engage existing prospects in alumni relations activities cultivate and identify new prospects.
- Other tasks and duties as assigned by the Director of Alumni Programs or the Executive Director of Alumni Relations.

## **QUALIFICATIONS:**

- Bachelor's degree, Master's preferred
- 3-4 years of alumni relations, advancement, student activities, or comparable experience.
- Outstanding communication skills, including direct interpersonal skills and strong writing ability.
- Demonstrated ability to work with, motivate, and lead volunteers and create, nurture and leverage partnerships.
- Demonstrated knowledge and understanding of the needs and experiences of a diverse student and alumni body
- Ability to analyze, condense and synthesize information and ability to provide accurate analysis and summaries.
- Excellent organization and project management skills, with an ability to manage and prioritize multiple projects with keen attention to detail
- Ability to diplomatically overcome objections and effectively persuade key constituents.
- Ability to work as a member of a team to accomplish objectives
- 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
- Occasional travel; evening and weekend work