

Position: Assistant Director of Alumni Engagement, Simon School Advancement
Grade: 55
Reports to: Senior Director of Donor Engagement

Overview:

The Assistant Director of Alumni Engagement has primary and ultimate responsibility for the strategy, design and implementation of successful alumni engagement programs in designated regions and for recent graduates. S/he will serve as the main point of contact and strategic lead for regional event and volunteer activity and will work collaboratively with volunteers and gift officers to coordinate and communicate regional activity. S/he will work with the senior director of donor engagement in developing and implementing a strategic plan for recent graduates to increase the level of engagement and connectivity to the School, improve alumni survey results, as well as giving participation rates. In addition, the Assistant Director will oversee the class gift campaign and several on-campus events. Travel is required for this role, including the potential for international work.

Responsibilities:

40% Recent Graduate Engagement Programs

- Develop and implement the strategic engagement plan for recent graduates of the full-time MBA program and full-time MS programs.
 - Plan and execute related activities designed to increase connectivity to the School, improve alumni survey results, and increase giving participation rates.
 - Activities to include targeted communications, peer to peer outreach, and best fit volunteer opportunities for this unique cohort.
 - Track activity and maintain progress towards goals

35% Regional Programs

- Develop, oversee and implement overall engagement strategy for assigned regions.
- Plan and execute events for assigned regions, including all logistics and marketing.
- Recruit and manage network leadership.
- Travel to events for on-site management.

20% Current Student Engagement Programs

- Design and implement programs and events that engage students and reinforce lifelong connectedness to Simon.
- Management of class gift campaign.

5% Other Duties

- As assigned by Director of Donor Engagement.

Requirements:

- Bachelor's degree. Master's degree preferred
- A minimum of 4 years of alumni relations, event planning, development, volunteer management or comparable experience

Skills:

- Outstanding written, verbal and interpersonal skills.

- Ability to work collaboratively with various constituent groups, colleagues, volunteers and campus partners.
- Demonstrated ability to work with, motivate, and lead volunteers.
- Ability to gather, condense and synthesize information and ability to provide accurate analysis and summaries.
- Excellent organization, project management, and proofreading skills, with an ability to manage and prioritize multiple projects with keen attention to detail.
- Occasional travel; some evening and weekend work
- A personal belief in mission, goals and objectives of private higher education.

Preferred Background:

- Experience directing advancement activities and working with donors and alumni leaders.
- A general knowledge of institutional fundraising is preferred.
- A strong international knowledge, particularly of China, to help the School build its international alumni program.