

**Associate Director of Women's Engagement-Job ID# 237691**  
University of Rochester  
Full Time 40 hours Grade 056 Ofc Sr Vice Pres Advancement  
8 AM-5 PM; SOME WKNDS/HOLS



## **Responsibilities**

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### **Overview:**

The Associate Director of Women's Engagement primary and ultimate responsibility to develop Advancement's strategic plan for increasing alumnae engagement. Serving as the main point of contact and lead to conceive, design, and implement new programs that meaningfully engage alumnae with students, each other, and the University, He/she/they will develop, recruit, and manage the global Women's Network as well as regionally based alumnae networks.

Building relationships is at the core of this position including establishing and maintaining critical internal and external relationships with students, faculty, alumni, senior administration, Board of Trustee members and other volunteers to coordinate and communicate alumnae engagement activity and ensure alumnae perspectives and voices are incorporated in University conversations.

The associate director will establish baseline metrics, desired outcomes, and goals for engagement of alumnae, and will track, analyze, report on progress and utilize data to drive program strategy. Travel is required for this role.

### **Responsibilities:**

#### **Strategic Planning (40%)**

Develop, oversee, and implement overall engagement strategy for alumnae.

- Develop a comprehensive strategy for building and managing alumnae-based programs, with the explicit goal of increasing engagement across alumnae within the University community across all schools and units. (Go, Give, Help Connect)
- Ensure strategic management and communications plans include consideration to better engage diversified alumnae representation.
- Partner with Advancement colleagues and key campus partners (staff, faculty, and administrators) in development and management of additional opportunities to incorporate and brand events that support alumnae.
- Ensure coordination between alumnae networks and other regional alumni groups and activities, and the Diversity Advisory Council.
- Develop comprehensive goals and desired outcomes for the alumnae program and track progress toward program goals.
- Manage a budget for overall program.

#### **Volunteer Engagement (35%)**

Manage the overall volunteer strategy and implementation for the global Women's Network and regionally based alumnae groups:

- Through meetings with Alumni Relations and Advancement colleagues, oversee the pathway and placement of volunteers in appropriate roles.
- Develop, manage, advise, and support the Global Women's Network, a national advisory board consisting of leadership volunteers charged with informing, supporting and implementing Advancement's strategic initiatives as they pertain to alumnae engagement.
- Develop and manage volunteers and programs that engage alumnae in a meaningful way and increasing the number of newly engaged alumnae.
- Meet with 50 alumnae/ constituents each fiscal year to increase engagement and identify volunteers

#### **Advancement Signature Programs & Event Management (20%)**

- Manage and implement a program track for alumnae ensuring underrepresented constituents within our alumnae population have a presence in key programming including: Meliora

Weekend, Volunteers in Partnership Conference, Diversity Conference and Leadership volunteer meetings as appropriate.

- Plan and manage both volunteer-led and Advancement-led Women's Network events. (60+ events annually)
- Support the management and execution of all logistical programming requirements and marketing initiatives for the REAL (Rochester's Equity & Access Leadership) Conversations Programs in partnership with the Affinity Networks and Equity, Diversity and Inclusion team.

### **General (5%)**

- Supervise support staff and student workers on projects.
- Other tasks and duties as assigned by the Director of Affinity Networks & Equity, Diversity & Inclusion and Executive Director of Volunteer Networks and Programs

### **Requirements:**

- Bachelor's degree required
- Master's Degree preferred
- 5-7 years of alumni relations, advancement, volunteer management, student activities, or comparable

experience required

- 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 experience in event planning and program development
- Demonstrated knowledge and understanding of the needs and experiences of a diverse student and alumni body.
- A demonstrated understanding, ability to work with, and desire to serve women.
- 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.
- Some travel; evening and weekend work.

The University of Rochester is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion to advance the University's mission to Learn, Discover, Heal, Create – and Make the World Ever Better. In support of our values and those of our society, the University is committed to not discriminating on the basis of age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, citizenship status, or any other status protected by law. This commitment extends to the administration of our policies, admissions, employment, access, and recruitment of candidates from underrepresented populations, veterans, and persons with disabilities consistent with these values and government contractor Affirmative Action obligations.

### **How To Apply**

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All applicants must apply online <<https://lnkd.in/gBK8k9SX>>