The Associate Director of Lifelong Learning develops, plans and oversees all aspects of our lifelong learning program including UR Travel Club, UR Book Club, Virtual Faculty Webinar Series, the Lifelong Learning Advisory Council, Educational events and serves as an engagement liaison for academic departments. S/he oversees the strategy and implementation of our lifelong learning program setting goals and action plan in partnership with academic units in Advancement and all schools at the University., and will track, analyze, report on progress and utilize data to drive program strategy. Travel is required for this role.

**Strategic Planning:**
- Develop and implement a comprehensive strategy for building and managing lifelong learning programs, with the explicit goal of increasing engagement within the University community across all schools and units via our four points of engagement: Go, Give, Help Connect.
- Partner with Advancement colleagues and key campus partners (staff, faculty, and administrators) in development and management of additional opportunities to incorporate and brand lifelong learning programs.
- Develop comprehensive goals and desired outcomes and track progress toward program goals.
- Manage a budget for overall program.

**UR Travel Club**
- Oversight of the strategy and implementation of UR Travel Club program
- Work with vendors to identify key travel locations that meet University strategic priorities.
- Work with Advancement liaisons to identify and secure faculty and alumni hosts.
- Develop supplemental programming and outreach to prepare and excite travelers.
- Provide customer service to travel inquiries and travelers customized by trip.
- Work closely with UR Travel Insurance Company, Legal, and Office of Global Engagement on ensuring the safety of travelers for each trip.
  - Track, report and analyze attendance, budget expenditures, progress towards program goals and metrics through reporting functionality of OASIS and internal tracking systems.
  - Provide annual financial analysis to the University for the revenue generating program.
  - Benchmark with peer institutions and industry leaders on Travel Club programs.
  - Provide oversight for ongoing UR Travel Club marketing and communications.

**Academic Events**
- Partner with special Events to develop program plan, managing communications, including marketing, post-event outreach and program evaluation for our signature virtual faculty lecture series, Experience Rochester.
- Management and oversight of the Virtual Book Club: Work with vendor to plan and execute a 4-5 book/year program. Be mindful to incorporate University strategic priorities, work with campus partners including River Campus Libraries to develop supplemental programming and experiences.
- Develop and manage the bi-annual Rochester Forum event.
- Partner with Regional Volunteers and Programs team to develop programs for regional in-person events featuring faculty members.

**Academic Department Liaison**
- Develop relationships with Advancement school and unit staff to keep a pulse on key faculty and initiatives to highlight and utilize as part of Lifelong Learning programming.
- Meet annually/biannually with department chairs alongside Advancement colleagues to understand and track departmental alumni engagement efforts, share Advancement’s engagement opportunities, and gain knowledge on key department faculty and programs.
- Oversight of lifelong learning programs held during Meliora Weekend; work with academic departments to coordinate MW schedule and programming opportunities, ensure topics and programming themes for signature and department programs provide a strategically aligned programs. Plan and execute lifelong learning programs.
Volunteer Engagement:
• Manage the overall volunteer strategy and management of the Lifelong Learning Advisory Council (LiLAC) including recruitment, onboarding and training, communication, stewarding, recognition and assessment of LiLAC’s impact.
• Develop and coordinate meetings including scheduling, developing agenda and materials, and preparing volunteers.
• Meet with 20 constituents each fiscal year to increase engagement and identify recruit and steward volunteers.

General
• Field miscellaneous inquiries from alumni, families and friends.
• Advise support staff and student workers on projects.
• Other tasks and duties as assigned by the Executive Director of Volunteer Networks and Programs

Qualifications:
Bachelor’s degree required, Master’s preferred plus 5-7 years of alumni relations, advancement, academic programs, higher education, volunteer management, student activities, or comparable experience.

Knowledge, Skills, Abilities:
• Outstanding communication skills, including direct interpersonal skills and strong writing ability.
• 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.
• Demonstrated ability to work with, motivate, and lead volunteers and create, nurture and leverage partnerships. 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.

Qualified Candidates are encouraged to apply online at https://www.rochester.edu/human-resources/careers/
Reference Job ID 238352

Resumes & Cover Letters may be sent to megan.thompson@rochester.edu