Overview:
The Associate Director, Affinity Networks and Equity, Diversity, and Inclusion, is a key member of the Alumni Relations team responsible for supporting Advancement’s strategic priority of increasing alumni and constituent engagement among underrepresented populations. The Associate Director will develop and implement strategies to ensure Alumni Relations programs are representative and inclusive of the University’s diverse community. The Associate Director will plan, implement, and support volunteer networks and programs that meaningfully engage diverse individuals including (but not limited to) Black Alumni Network, Posse Scholars, and LGBTQ+ individuals with alumni, students, each other, and the University. The Associate Director will establish baseline metrics, desired outcomes, and goals for engagement of underrepresented populations, and will track, analyze, and report upon progress.
The Associate Director will be responsible for increasing engagement of underrepresented populations and will work directly with the Director of Affinity Networks and Equity, Diversity and Inclusion to ensure this remains a priority across Advancement and the University, establishing and maintaining critical relationships with students, staff, faculty, alumni, senior administration, and volunteers. Associate Director will also identify opportunities to incorporate alumni perspectives and voices in University conversations about diversity, equity, and inclusion.

Responsibilities:

Strategic Planning
- Develop a comprehensive strategy for building, managing, and/or supporting identity-based affinity programs, with the explicit goal of increasing engagement across underrepresented populations within the University community.

- Build and/or maintain strategic plans for each identity-based affinity programs, including goals and desired outcomes. Track, analyze, and report upon progress and key results.

- Increase the percentage of underrepresented alumni and constituents who are engaged with the University through event attendance, volunteerism, philanthropy, and digital engagement.

- Build and maintain relationships with key campus partners (staff, faculty, and administrators) and Advancement colleagues who should be engaged in developing or supporting these affinity groups, and work to ensure positive interactions and outcomes across all stakeholders.

Volunteer Management - Identity-Based Affinity Network
- Identify, recruit and engage a diverse group of volunteers to support engagement efforts.
• Manage volunteers and programs for identified Networks that engage alumni in a meaningful way, increasing the number of newly engaged alumni and retaining those currently engaged.

• Ensure coordination between identity-based affinity programs and other regional alumni groups and activities, and the Diversity Advisory Council.

• Meet with 50 alumni / constituents each fiscal year to identify new volunteers and cultivate and steward current volunteers.

Diversity and Inclusion Initiatives and Events

• Plan and manage both volunteer-led and Advancement-led Network events.

• Support the management and execution of 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.

• Collaborate with Alumni Relations and University colleagues to recommend, develop, and plan events for identified diversity groups and programs, including within Meliora Weekend (the University's largest annual event). Contribute to and execute on strategic communications plans to better engage underrepresented constituents including a digital engagement presence of Affinity Networks (website, virtual networking platforms, social media).

• Collaborate with and advise Alumni Relations and University colleagues to recommend, develop, and execute on-campus and regional events and volunteer opportunities for Black Alumni Network, Posse Scholars, and LGBTQ+ alumni.

• Support continuous efforts to increase the amount of demographic data for alumni (including ethnic and racial data, gender, and sexual orientation) to allow for better tracking of progress and strategic planning for the future.

• Survey and collect input from constituents to assess and incorporate into strategic planning for engagement initiatives.

• Advise Alumni and Constituent Relations leadership, and the Office of Advancement on critical issues of diversity and inclusivity.

General

• Track related program marketing and budgets.

• Work closely with other Advancement staff to identify, qualify, cultivate, and steward existing and potential prospects.

• Other tasks and duties as assigned by the Director of Affinity Networks and Equity, Diversity and Inclusion.

Requirements:

• Bachelor’s degree required
• Master’s Degree preferred

• 5-7 years of alumni relations, advancement, volunteer management, student activities, or comparable experience required

Preferred:

• 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 underrepresented populations.

• 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

Qualified Candidates are encouraged to apply online at https://www.rochester.edu/human-resources/careers/
Reference Job ID 238963

Resumes & Cover Letters be sent to ghislineradegonde-eison@rochester.edu

EOE Minorities/Females/Protected Veterans/Disabled