Senior Director of Alumni Engagement, Simon Business School
Job ID 239336

Location Central Administration Full/Part Time Full-Time Favorite Job Regular/Temporary Regular Opening

Full Time 40 hours Grade 058 Ofc Sr Vice Pres Advancement

Schedule

8 AM-5 PM; SOME WKNDS/HOLS

General Purpose

Responsibilities

The Senior Director of Alumni Engagement is responsible for the strategic planning, creation, implementation, and maintenance of a widespread alumni engagement program that fosters strong relationships and broad support from alumni. This position reports to the Executive Director of Simon Advancement and works collaboratively with colleagues in Simon and University Advancement, as well as with faculty, staff, deans and directors at Simon Business School. The Senior Director serves as the key point of contact for the Simon volunteer structure in collaboration with the Executive Director, and orchestrates meetings, communications, and execution of volunteer board activities. This role will involve travel in support of various alumni events and 1:1 visits with alumni volunteers and donors for Simon Business School to drive engagement efforts and steward relationships. Additionally, this role will have heavy interaction with the Dean of Simon Business School.

Responsibilities

Alumni Engagement

Develop and implement the Simon School’s two-way alumni engagement strategy through events, programs, and activities. Through meetings, visits and events, connect and engage alumni with Simon Business School. Set, track, and monitor engagement goals, and produce reporting and analysis of engagement results to drive strategy and activity. Work collaboratively with gift officers on donor engagement and stewardship to advance holistic development goals. Collaborate with UR Advancement colleagues (i.e. UR Alumni Relations, Special Events, Communications) and Simon campus partners to develop value-added activities and programs for Simon alumni. Drive alumni engagement activity to achieve ambitious goals outlined in the Simon 2025 strategic plan.

Volunteer Management

Grow, enhance, and manage Simon’s alumni boards and committees—including the Simon National Council, Simon Advisory Council, Simon Alumni Board, and Simon Women’s Alliance—to enhance the alumni experience and success of Simon Business School. Serve as key point of contact for the
Simon volunteer structure and support meetings, communications, and execution of all volunteer board activities. Develop and execute strategies to engage volunteers across Simon Business School and coordinate closely with the Executive Director and gift officers on the cultivation and stewardship of major gift prospects.

Alumni Events

Represent the University and Simon Business School at events, and, through events, programming, communications, and 1:1 meetings, engage alumni individually and collectively in the life of the University. Provide leadership and vision for events and programming to best showcase Simon Business School and most effectively engage target audiences. Oversee the planning and implementation of events assigned to the Assistant Director.

Management

Oversee day-to-day activities of Simon Advancement Alumni Engagement including staff hiring and supervision, performance appraisals, and recommendations on staffing structure and promotions. This role will directly oversee one Assistant Director with significant event planning responsibility, and a Program Assistant of Alumni Engagement.

Communications and Marketing

Utilize print, digital, and social media to keep alumni informed of Simon news and to feature accomplishments of alumni, faculty, and students. Coordinate closely with Executive Director, UR Advancement Communications, and Simon Communications and Marketing to facilitate unified and concerted outreach to alumni. Develop and implement an alumni communication strategy that incorporates messaging, themes, and priorities in support of the Simon 2025 strategic plan and campaign fundraising goals.

Other duties as assigned

Maintain a broad knowledge of key areas of importance to the engagement of business school alumni. Partner with the Executive Director in managing special development projects and events, including campaign preparation, data and analytics, and volunteer management. Additional responsibilities as assigned by the Executive Director of Simon Advancement.

Qualifications

- Bachelor’s Degree required
- Master’s Degree preferred
Required

- A minimum of seven years of development/alumni relations experience at a university or college as well as experience working with volunteers and boards. Experience in a similar field will be considered or equivalent combination of education and experience.
- Excellent communication and organizational skills; the ability to meet deadlines and work effectively with volunteers, faculty, alumni, and friends; and the enthusiasm to represent Simon Advancement effectively to alumni and other constituents. Advanced computer skills working in Microsoft Office is required. The ability to adjust to changing priorities and challenges in a busy environment, with a positive, can-do attitude is key.
- Travel is required for this role, roughly 1 trip a month, often to the west coast.
- Evidence of ability to work effectively with faculty and senior-level prospects and donors.
- Ability to work self-sufficiently in a fast-paced environment is crucial, as is understanding of prioritization and time management.
- This position requires an individual who excels at cultivating and soliciting in an organized fashion, as well as prioritizing based on campaign timetables, competing priorities, and return on investment.
- Strong skills in written and oral communication. Demonstrated ability to communicate campaign priorities and funding opportunities verbally and in writing.
- Strong collaborative skills.
- Sufficiently well-organized to deal effectively with donor stewardship issues and “moves” to advance donors according to a plan.
- Highly motivated and independent working style.
- Flexibility – given the changing demands of executing a comprehensive capital campaign, responsibilities within this position may change.

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:
All applicants must apply online.
APPLY UR SENIOR DIRECTOR ALUMNI ENGAGEMENT, SIMON BUSINESS SCHOOL

EOE Minorities/Females/Protected Veterans/Disabled