

JOB DESCRIPTION

Job Title (30-character limit)	Alumni Relations and Constituent Engagement Associate Director	Job Code	3566
Division/Function	Advancement	Career Level/ Grade Level	P3
Reports To	Director of Alumni Relations and Constituent Relations		

GENERAL PURPOSE

The General Purpose provides a concise, high-level overview of the role, level, and scope of responsibility consisting of 3-4 sentences. It provides a basic understanding of the job and a concise summary of why the job exists and how it makes an impact.

The associate director, with minimal direction and with latitude for independent judgment, manages several important logistical operations and programs for Alumni Relations and Constituent Engagement, including Meliora Weekend, VIP Leadership Conference, and key signature programming for the department (EDI, regional, parent/family events). The associate director will work cooperatively with colleagues across the Alumni Relations and Constituent Engagement team to create and implement events that support the strategic priorities of the department and Advancement. This individual will work independently to create, implement, and follow-up on events including key signature events and programs. The associate director is responsible for insuring that all events meet the highest quality standards.

These events will take place in both Rochester (particularly at Meliora Weekend and Volunteers in Partnership Leadership Conference), cities across the country, and virtually. The person will have responsibility for all details of the event and for reporting their progress back to the director and program manager. There will be some informal supervision of support staff who will assist with the registration process and other event-related duties.

This position requires excellent leadership, organizational, customer service, and communication skills and the ability to work autonomously. The associate director must have good judgment, be results-oriented, can adjust to changing priorities and challenges in a busy environment. Must be able to work under pressure of deadlines; must be able to travel locally and nationally; weekend and evening work will be required.

JOB DUTIES AND RESPONSIBILITIES

This section contains a description of the 4-7 separate duties and responsibilities that make up the position. Assign each responsibility a percentage of time (increments of 5% and no one responsibility greater than 25%) to total 100%. Select an indicator (Y/N) for essential function and remote work. Job Duties should be listed in order of percentage of time, with highest percentage first. When estimating percentage of time, it can be considered that 10% of a week is 5 hours or 5 weeks in a year.

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
<p>Meliora Weekend Event Management: In collaboration with the Director of Alumni Relations and Constituent Relations, help manage and execute event logistics for the university-wide signature event Meliora Weekend that encompasses over 10,000 attendees and over 12,000 registrants.</p>	25%	Y	Hybrid (Except for need to be in-person for

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
<p>Key responsibilities include:</p> <ul style="list-style-type: none"> -Program development and registration management including database management and reporting as needed. -Assists in the strategic planning for all weekend activities with the Director and VP for ARCE. -Member of the Meliora Weekend Steering Committee and Meliora Weekend Vendor Committee. -Oversee and manage the Meliora Weekend Concierge Committee. Including oversight of accommodations, space reservations and lock/unlock schedule. Serving as key representative to on and off campus vendors. -Responsible for all concierge reports and maintenance of the SAAG (schedule at a glance) and Specs reports. -Program design, implementation, and management for specific Meliora Weekend activities, as assigned. Events may include dinners, campus-wide events, athletic events, parent events, EDI events, and/or VIP events. -Coordination of in-person staffing support and staffing events throughout weekend. 			live events.)
<p>Volunteers in Partnership Event Management: In collaboration with the Director of Alumni Relations and Constituent Relations, help manage and execute event logistics for the bi-annual Volunteers in Leadership Partnership Conference and Volunteers in Leadership Partnership regional events. These events will represent top priorities and key initiatives integral to the success of the volunteers' program.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> -Program development and registration management including database management and reporting as needed. -Member of the Volunteers in Leadership Partnership Planning Committee. -Oversee and manager the Volunteers in Leadership Partnership Concierge Committee. Including oversight of accommodations, space reservations and lock/unlock schedule. Serving as key representative to on and off campus vendors. -Responsible for all concierge reports and maintenance of the SAAG (schedule at a glance) and Specs reports. -Program design, implementation, and management for specific activities, as assigned. Events may include dinners, learning sessions, EDI events, and/or VIP events. 	25%		Hybrid (Except for need to be in-person for live events.)

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
<p>-Coordination of in-person staffing support and staffing events throughout weekend.</p>			
<p>ARCE EDI Event Programming Support: In collaboration with the Director of Alumni Relations and Constituent Relations and EDI Program, help manage and execute event logistics for high priority events for the EDI team. These events will represent top priorities and key initiatives integral to the success of EDI team’s strategic plan.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> -Program design and implementation. Working closely with various alumni relations staff, implement affinity/network events. -Researching and securing venues and vendors and maintaining knowledge of venues in various cities. -Overseeing the productions of publications and related collateral materials and the coordination of mailing lists as well as managing the marketing for each event. -Developing and managing the program flow and involvement of speakers for each event. Writing briefings and interacting with key university leaders and volunteers to make sure all speakers are prepared. -Oversee event execution process including working with vendors, providing customer service to guests, coordinating staffing needs and staffing events when appropriate. -Includes both virtual and in-person event logistic support. -Travel based on need. 	20%	Y	Hybrid (Except for need to be in-person for live events.)
<p>ARCE Regional Programming Support: In collaboration with the Director of Alumni Relations and Constituent Relations and Regional Programs, help manage and execute event logistics for high priority events for the Regional team. These events will represent top priorities and key initiatives integral to the success of Regional’s strategic plan.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> -Program design and implementation. Working closely with various alumni relations staff to implement regional events. -Researching and securing venues and vendors and maintaining knowledge of venues in various cities. -Overseeing the productions of publications and related collateral materials and the coordination of mailing lists as well as managing the marketing for each event. 	10%	Y	Hybrid (Except for need to be in-person for live events.)

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
<ul style="list-style-type: none"> -Developing and managing the program flow and involvement of speakers for each event. Writing briefings and interacting with key university leaders and volunteers to make sure all speakers are prepared. -Oversee event execution process including working with vendors, providing customer service to guests, coordinating staffing needs and staffing events when appropriate. -Includes both virtual and in-person event logistic support. -Travel based on need. 			
<p>Parent/Student and Affinity Event Programming Support: In collaboration with the Director of Alumni Relations and Constituent Relations and Advancement partners, help manage and execute event logistics for events for parent/family members, students, and affinity programming (including athletics). These events will represent key initiatives integral to the success of ARCE team and Advancement’s strategic plan.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> -Program design and implementation. Working closely with various alumni relations staff and parents program team, implement parent/family events including first year welcome receptions and additional parent engagement opportunities. -Program design and implementation. Working closely with various alumni relations staff and athletics, implement athletic events including regional tailgate celebrations. -Researching and securing venues and vendors and maintaining knowledge of venues in various cities. -Overseeing the productions of publications and related collateral materials and the coordination of mailing lists as well as managing the marketing for each event. -Developing and managing the program flow and involvement of speakers for each event. Writing briefings and interacting with key university leaders and volunteers to make sure all speakers are prepared. -Oversee event execution process including working with vendors, providing customer service to guests, coordinating staffing needs and staffing events when appropriate. -Includes both virtual and in-person event logistic support. -Travel based on need. 	10%	Y	Hybrid (Except for need to be in-person for live events.)
<p>General Support: -Field miscellaneous inquiries from alumni.</p>	5%	Y	Y

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
-Oversee the Wellness Program for alumni and constituents by curating content and engagement opportunities across schools and units. -Other tasks and duties as assigned by the Director of Alumni Relations and Constituent Relations			
Other duties as assigned	5%	Y	Y

**Essential functions are those functions that the individual who holds or desires the position must be able to perform with or without a reasonable accommodation. A job function may be deemed essential based upon several factors such as whether: 1. the position exists for performance of the function; 2. the number of employees available who can perform the function and limitations on the ability to reassign it; or 3. the degree of skill or expertise required to perform the function.*

QUALIFICATIONS

This section lists the level of job knowledge (such as education, experience, knowledge, skills, and abilities) necessary to do this job and whether it is required or preferred. Required qualifications are the minimum level of qualifications needed to perform this job. Preferred qualifications are "nice to have" but are not essential to the day-to-day functions of the job.

	Description	Required/Preferred
Minimum Education	-Bachelor's degree -5-7 years of alumni relations, development, event planning or comparable experience. -Higher-education experience preferred.	Required
Experience	OR equivalent combination of educations and experience.	Required
Knowledge, Skills & Abilities	-Proven qualities of initiative, creativity, team orientation, and a commitment to client/customer service. -Ability to manage multiple projects in a fast-paced, deadline-driven environment. -Excellent oral, written, organizational, and interpersonal skills. -Ability to work as a member of a team to accomplish objectives -Experience in a development office or higher education setting preferred. -Experience with computer technologies and sophisticated software applications. -Experience with Microsoft Office, Word, Excel, or Access preferred. -A personal belief in mission, goals and objectives of private higher education and a desire to change the world -Some evening and weekend work	Required
Certification		

JOB SCOPE

Place an "X" next to the **ONE** statement that applies the majority of the time in each category.

Critical Thinking	
	Basic level of problem-solving ability. Follows policies and procedures where facts are readily available.
	Moderate level of problem-solving ability. Gathers and interprets data to solve routine problems that require verification. Some independent judgement required.
X	Independent level of problem-solving ability. Resolves semi-complex problems that require independent judgement.
	High level of problem-solving ability. Integrates and interprets data from diverse sources to find solutions to very complex problems.
Freedom to Act	
	Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed instructions.
	Work is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy.
	Work is accomplished with limited direction. Determines and develops approach to solutions. Work is evaluated upon completion to ensure objectives have been met.
X	Work is accomplished without considerable direction. Exercises judgement in selecting methods, techniques, and evaluation criteria in obtaining results. Exerts significant latitude in determining objective of assignment. Takes calculated risks with consultation from an expert.



	Works with minimal direction toward predetermined long-range goals. Acts independently to determine methods and procedures on new or special assignments. Determines and pursues courses of action essential in obtaining desired results. Takes calculated risks.
Supervision of others (including hire/fire)	
	No supervisory responsibility
X	Non-supervisory leader (Example: team leader, coordinator, or mentor)
	Supervisory (two or more fulltime direct reports or equivalent)
Planning	
	Executes goals and objectives established by supervisor or manager.
X	Develops individual goals and sets individual daily priorities and tasks. Goals and objectives are monitored by supervisor or manager.
	Develops and executes goals and objectives for a department or functional group. Recommends and gives input to strategic initiatives.
	Creates business strategies for long-term strategic objectives. Monitors results of initiatives.
Consequence of Error	
	Failure to accomplish results can normally be overcome without significant effect on the organization.
	Failure to achieve results or erroneous judgements may require allocation of additional resources to correct and/or achieve goals.
X	Failure to obtain results or erroneous judgements or recommendations would normally have serious results and may require substantial expenditure of resources to correct and/or achieve goals.
	Erroneous decisions or recommendations would normally result in the inability to reach crucial organizational objectives and may have prolonged effect, as well as the expenditure of substantial resources.
	Erroneous decisions or recommendations would normally result in failure to reach goals crucial to significant organizational objectives and would profoundly affect the image of the organization.
Financial Responsibility (Please check all that apply)	
X	Signing responsibility
X	Manage pre-determined budget
X	Independent judgement and responsibility to develop employer or departmental budget
x	Responsible for revenue generating processes less than or equal to \$1M
	Responsible for revenue generating processes \$1M to \$5M
	Responsible for revenue generating processes greater than \$5M
	Independent judgement and authority to commit the employer in matters of significant financial impact

PHYSICAL/SENSORY REQUIREMENTS AND WORKING ENVIRONMENT

Indicate the physical/sensory requirement for each activity. Also indicate weight requirements where applicable

Activity	Rarely, Occasionally, Frequently, Continuously or N/A**	Weight***
Stationary Standing	Occasionally	
Sitting	Frequently	
Walking	Occasionally	
Crawling	N/A	
Balancing	N/A	
Lifting/Carrying	Occasionally	15
Pushing/Pulling	Occasionally	
Bending	Occasionally	
Squatting	Occasionally	
Kneeling	Occasionally	
Twisting/Turning	Occasionally	

Climb	N/A	
Stoop	N/A	
Overhead Reaching	Occasionally	
Typing/Keyboarding	Frequently	
Driving (car/equipment)	Occasionally	
Critical Thinking/Organization	Frequently	
Talking on Phone	Occasionally	
Talking in Person	Occasionally	
Hearing in Person	Frequently	

****Key to frequency codes:**

R = Rarely (less than 0.5 hours per day)

C = Continually (5.6 - 8.0 hours per day)

O = Occasionally (0.6 - 2.5 hours per day)

N/A = Not Applicable

F = Frequently (2.6 - 5.5 hours per day)

***Weight: Up to 10lbs; Up to 20lbs; Up 35lbs; Up to 50lbs; Greater than 50lbs

Hazard Assessment

*Please enter a "Y" next to any hazard that this job is subjected to in a **normal** workday*

Hazard Present (Y/N)	Hazard Type	Hazard Description
N	Chemical	<p>Toxic: A chemical that exposes a person by absorption through the skin, inhalation, or through the blood stream that causes illness, disease, or death. The amount of chemical exposure is critical in determining hazardous effects. 1910.1000 for chemical hazard information.</p> <p>Flammable: A chemical that, when exposed to a heat ignition source, results in combustion. Typically, the lower a chemical's flash point and boiling point, the more flammable the chemical. Check MSDS for flammability information</p> <p>Corrosive: A chemical that, when it comes into contact with skin, metal, or other materials, damages the materials. Acids and bases are examples of corrosives.</p>
N	Explosion	<p>Chemical Reaction: Self-explanatory</p> <p>Over Pressurization: Sudden and violent release of a large amount of gas/energy due to a significant pressure difference such as rupture in a boiler or compressed gas cylinder.</p>
N	Electrical	<p>Shock/Short Circuit: Contact with exposed conductors or a device that is incorrectly or inadvertently grounded, such as when a metal ladder comes into contact with power lines. 60Hz alternating current (common house current) is very dangerous because it can stop the heart.</p> <p>Fire: Use of electrical power that results in electrical overheating or arcing to the point of combustion or ignition of flammables, or electrical component damage.</p> <p>Static/ESD: The moving or rubbing of wool, nylon, other synthetic fibers, and even flowing liquids can generate static electricity. This creates an excess or deficiency of electrons on the surface of material that discharges (spark) to the ground resulting in the ignition of flammables or damage to electronics or the body's nervous system.</p> <p>Loss of Power: Critical equipment failure as a result of loss of power.</p>
N	Ergonomics	<p>Strain: Damage of tissue due to overexertion (sprains and strains) or repetitive motion.</p> <p>Human Error: A system design, procedure, or equipment that is error provocative. (A switch goes up to turn something off).</p>
N	Excavation (Collapse)	Soil collapse in a trench or excavation as a result of improper or inadequate shoring. Soil type is critical in determining the hazard likelihood.
N	Fall (Slip, Trip)	Conditions that result in falls (impacts) from height or traditional walking surfaces (such as slippery floors, poor housekeeping, uneven walking surfaces, exposed ledges, etc.)
N	Fire/Heat	Temperatures that can cause burns to the skin or damage to other organs. Fires require heat source, fuel, and oxygen



N	Mechanical/ Vibration (Chaffing/ Fatigue)	Vibration that can cause damage to nerve endings or material fatigue that results in a safety-critical failure. (Examples are abraded slings and ropes, weakened hoses and belts.)
N	Mechanical Failure	Self-explanatory; typically occurs when devices exceed designed capacity or are inadequately maintained.
N	Mechanical	Skin, muscle, or body part exposed to crushing, caught-between, cutting, tearing, shearing items or equipment.
N	Noise	Noise levels (>85 dBA 8 hr TWA) that result in hearing damage or inability to communicate safety-critical information
N	Radiation	Ionizing: Alpha, Beta, Gamma, neutral particles, and X-rays that cause injury (tissue damage) by ionization of cellular components. Non-ionizing: Ultraviolet, visible light, infrared, and microwaves that cause injury to tissue by thermal or photochemical means.
N	Struck by (Mass Acceleration)	Accelerated mass that strikes the body causing injury or death. (Examples are falling objects and projectiles.)
N	Struck Against	Injury to a body part as a result of coming into contact of a surface in which action was initiated by the person. (An example is when a screwdriver slips.)
N	Temperature Extreme (Heat/Cold)	Temperatures that result in heat stress, exhaustion, or metabolic slow down such as hypothermia.
N	Visibility	Lack of lighting or obstructed vision that results in an error or other hazard.
N	Weather	Phenomena (Snow/Rain/ Wind/Ice) Self-explanatory.

Approvals

HR Business Partner:

Compensation Analyst:

Approver:

Signature

Date

