

JOB DESCRIPTION			
<b>Job Title</b> (30 character limit)	Director of Alumni Rel & Constituent Eng	<b>Job Code</b>	3121
<b>Division/Function</b>	10/0006	<b>Career Level/ Grade Level</b>	L3
<b>Reports To</b>	Executive Director of Alumni Relations	<b>FLSA</b>	exempt

**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 Director of Alumni Relations is a key member of Alumni Relations & Constituent Engagement (ARCE) serving on the ARCE leadership team and as the senior member of the Operations & Special Programs team. He/she will oversee three key areas including: Special Programs, Meliora Weekend and Volunteers in Partnership Leadership Conference, and Parent Engagement. The director will manage all strategic development and execution of Meliora Weekend logistics and operations, coordination of program development and execution, and serve as liaison for our River Campus and school partners across the university to ensure collaboration and coordination, quality, and successful execution of all weekend programs. This weekend is the university’s largest campus-wide event encompassing 8,000-11,000 registrants each year and includes family weekend for undergraduate schools. (Arts, Science & Engineering and Eastman School of Music), reunion weekend for schools across the university, signature events, affinity programs and student programs. He/she has total responsibility for management of staff in relation to event development, committees, timelines, and program execution. This person manages \$1.2M budget for all activities, coordinates event managers for over 200 weekend programs and works with over 20 vendors within the university and outside and is responsible for tracking progress towards programmatic and attendance goals.

In addition, this position manages the Special Programs efforts to support initiatives considered to be signature events within ARCE including diversity and equity programs, lifelong learning, regional volunteer events, Volunteers in Partnership Leadership Conference, Welcome Celebrations, Commencement and Orientation Legacy activities and others as identified by the Vice President of Alumni & Constituent Engagement and Executive Director.

As a director, he/she will manage two associate directors responsible for special programs, oversight of system administration and technology (including outside vendor for registration systems), invitation lists, registration, and reporting for Alumni Relations & Constituent; one program assistant and two temporary positions that support activities of the team. In this role, the director will work with the leadership team to develop additional program opportunities and metrics towards increasing engagement of all constituents through signature programs, including Meliora Weekend.

The director will establish baseline metrics, desired outcomes, and goals for engagement through key programs, and will track, analyze, and report upon progress. He/she will work with the executive director of ARCE in developing strategic programs and tracking progress towards goals and maintaining program metrics, establish and maintain critical relationships with students, staff, faculty and senior administration on the River Campus and throughout Advancement.

### 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><b>University-wide Signature Program Strategy, Development and Execution of Meliora Weekend</b></p> <ul style="list-style-type: none"> <li>○ Year-round focus on strategic planning for all weekend activities with executive director and VP for ARCE, with a keen focus on multiple years simultaneously.</li> <li>○ Develops and implements all operational components for Meliora Weekend, including strategy, logistics, system development for registration and program management, reporting staff management, and internal communications. Oversees and implements all logistical aspects of Meliora Weekend including room reservations, hotel bookings, transportation, program development, event scheduling, Sets and manages budget and operations expenditures totaling \$1.2M.</li> <li>○ Develops and manages registration system and technology connecting to internal database of programs, including oversight of vendor relationship (contracts, deadlines and overall technology that supports optimal customer service experiences for all constituents). This includes coordination throughout the year and onsite during weekend activities.</li> <li>○ Directs the development of the Meliora Weekend Steering and Vendor Committees, and campus program groups including communication of goals, program scope, meetings, processes and guidelines, the tracking and dissemination of updated information, deadlines and program coordination, budget, communication with vendors, event coordination and attendee information. Important focus on adhering to all university policies and standards. <ul style="list-style-type: none"> <li>○ Manage all facets of program execution and communication to event managers. Through in-depth</li> </ul> </li> </ul>	<p>55%</p> <p>5%</p> <p>15%</p> <p>15%</p> <p>15%</p>	<p>Y</p>	<p>Y</p>

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
<p>meetings and conversations with planning staff in 20-25 departments in all academic areas and within advancement, provide guidance and counsel to units involved in programming during the weekend, including staffing needs, catering, coordination of ancillary marketing and logistical needs.</p> <ul style="list-style-type: none"> <li>○ Plans and executes internal communication with Advancement staff including all employee and individual event and duty briefings, dissemination of detailed work schedules, task lists and responsibilities.</li> </ul> <p><b>Special Programs Strategy, Planning and Execution</b> Develops strategy, plans, timelines, budgets and oversees activities for 5-person team to implement program priorities, logistics, registration, tracking and analytics overall ARCE events:</p> <ul style="list-style-type: none"> <li>● Volunteers in Partnership Leadership Conference or Regional Celebrations (rotate every other year)</li> <li>● Plan and execute events for parents and students including First Year Welcome Receptions and alumni family receptions.</li> <li>● Develop strategy and oversee flawless execution of events that promote, support and advance equity, diversity, and inclusion initiatives. These include annual university wide BIPOC Faculty and Staff Annual Luncheon, Celebration of Diversity Reception hosted by a University life trustee and REAL Conversations.</li> <li>● Develop plan and execution strategy for the Special Programs team that supports reunion, affinity programs, and lifelong learning initiatives that focus on showcasing the University's best leaders and experts in their field (university-wide).</li> <li>● Serve as a member at large of Advancement Event Strategy and Policy Team to help ensure consistent experiences across all Advancement events and coordinated strategy across all school and unit programming. Serves as liaison for all ARCE events that include the University President and members of the President's leadership team.</li> </ul>	<p>5%</p> <p><b>30%</b></p> <p>10%</p> <p>5%</p> <p>10%</p> <p>3%</p> <p>2%</p>		
<p><b>Staff Management</b></p> <ul style="list-style-type: none"> <li>○ Directs development of staff hiring, counsels and appraises next steps in hiring process for 3 staff members and 2 TARs with daily management responsibilities including skills development, strategic planning, program management and execution.</li> </ul>	<p><b>15%</b></p>		



Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
○ Develops staff through training, professional growth mentorship and daily operations.			

*\*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
<b>Minimum Education</b>	Bachelors	Required
<b>Experience</b>	And at least 5 years of experience in Alumni relations or a similar field, event planning, or equivalent combination of education and experience	Required
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrated management skills</li> <li>• Outstanding communication skills, including direct interpersonal skills.</li> <li>• Proven strategic planning skills</li> <li>• Demonstrated ability to work with, motivate, and lead volunteers</li> <li>• Demonstrated ability to think strategically and plan multiple day long events for a wide variety of constituents</li> <li>• Demonstrated ability to develop and implement programs and resources.</li> <li>• Knowledge of life/career coaching and advising strongly preferred.</li> <li>• Experience directing advancement activities and working with donors and alumni leaders.</li> <li>• Ability to accurately apply judgment skills in all situations, especially related to management, alumni issues and budgets.</li> <li>• Ability to analyze, condense and synthesize information and ability to provide accurate analysis and summaries.</li> <li>• Ability to diplomatically overcome objections and effectively persuade key constituents.</li> <li>• Experience with computer technologies and sophisticated software applications.</li> <li>• A general knowledge of institutional fundraising is also preferred.</li> <li>• A personal belief in mission, goals and objectives of private higher education and a desire to change the world</li> <li>• Ability to work as a member of a team to accomplish objectives</li> <li>• Occasional travel; some evening and weekend work</li> </ul>	Required Required  Required Required Required  Preferred Preferred  Required  Required  Required  Preferred Preferred  Required  Required Required
<b>Certification</b>		

### 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.



x	Work is accomplished with limited direction. Determines and develops approach to solutions. Work is evaluated upon completion to ensure objectives have been met.
	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.
<b>Supervision of others (including hire/fire)</b>	
	No supervisory responsibility
	Non-supervisory leader (Example: team leader, coordinator, or mentor)
x	Supervisory (two or more fulltime direct reports or equivalent)
<b>Planning</b>	
	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.
<b>Consequence of Error</b>	
	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.
<b>Financial Responsibility (Please check all that apply)</b>	
	Signing responsibility
x	Manage pre-determined budget
	Independent judgement and responsibility to develop employer or departmental budget
	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	F	
Sitting	F	
Walking	F	
Crawling	R	
Balancing	R	
Lifting/Carrying	O	
Pushing/Pulling	O	

Bending	O	
Squatting	O	
Kneeling	R	
Twisting/Turning	O	
Climb	R	
Stoop	R	
Overhead Reaching	O	
Typing/Keyboarding	F	
Driving (car/equipment)	O	
Critical Thinking/Organization	F	
Talking on Phone	F	
Talking in Person	F	
Hearing in Person	F	

**\*\*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><b>Toxic:</b> 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><b>Flammable:</b> 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><b>Corrosive:</b> 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><b>Chemical Reaction:</b> Self-explanatory</p> <p><b>Over Pressurization:</b> 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><b>Shock/Short Circuit:</b> 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><b>Fire:</b> 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><b>Static/ESD:</b> 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><b>Loss of Power:</b> Critical equipment failure as a result of loss of power.</p>



n	<b>Ergonomics</b>	<b>Strain:</b> Damage of tissue due to overexertion (sprains and strains) or repetitive motion. <b>Human Error:</b> A system design, procedure, or equipment that is error-provocative. (A switch goes up to turn something off).
n	<b>Excavation (Collapse)</b>	Soil collapse in a trench or excavation as a result of improper or inadequate shoring. Soil type is critical in determining the hazard likelihood.
y	<b>Fall (Slip, Trip)</b>	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	<b>Fire/Heat</b>	Temperatures that can cause burns to the skin or damage to other organs. Fires require heat source, fuel, and oxygen
n	<b>Mechanical/ Vibration (Chaffing/ Fatigue)</b>	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	<b>Mechanical Failure</b>	Self-explanatory; typically occurs when devices exceed designed capacity or are inadequately maintained.
n	<b>Mechanical</b>	Skin, muscle, or body part exposed to crushing, caught-between, cutting, tearing, shearing items or equipment.
n	<b>Noise</b>	Noise levels (>85 dBA 8 hr TWA) that result in hearing damage or inability to communicate safety-critical information
n	<b>Radiation</b>	<b>Ionizing:</b> Alpha, Beta, Gamma, neutral particles, and X-rays that cause injury (tissue damage) by ionization of cellular components. <b>Non-ionizing:</b> Ultraviolet, visible light, infrared, and microwaves that cause injury to tissue by thermal or photochemical means.
n	<b>Struck by (Mass Acceleration)</b>	Accelerated mass that strikes the body causing injury or death. (Examples are falling objects and projectiles.)
n	<b>Struck Against</b>	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	<b>Temperature Extreme (Heat/Cold)</b>	Temperatures that result in heat stress, exhaustion, or metabolic slow down such as hypothermia.
n	<b>Visibility</b>	Lack of lighting or obstructed vision that results in an error or other hazard.
n	<b>Weather</b>	Phenomena (Snow/Rain/ Wind/Ice) Self-explanatory.

**Approvals**

HR Business Partner:

Compensation Analyst:

Approver:

**Signature**

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**Date**

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