

DIRECTOR OF ALUMNI AFFAIRS RESPONSIBILITIES

1. Oversees the day to day Alumni Office routine and Association activities as is presently done. Includes a great deal of correspondence and planning. (Could possibly add the bookkeeping responsibility. Since I have been away approximately two weeks a month, I have had my office managers do this so that finances and bills could be handled promptly and in orderly fashion.)
2. Works with and advises the yearly elected executive committees to provide continuity as is presently done. This includes suggesting occasional Association fundraising projects to the executive committee and planning the fundraising effort.
3. Plans and conducts area alumni social functions across the nation. Perhaps one location or weekend (Friday & Saturday) a month. I would suggest that he be out for a week each month making personal house calls on alumni. These could be capped with a social function at the end of the week. This would be coordinated with the Friendship Dinners so events are not competing with the dinners. These would be informal fellowship times only for alumni & spouses (possibly also their children) to provide alumni the opportunity to get together with other area alumni.
4. Serves as the Managing Editor of the *VOICE of the Alumni*. Works closely with the second vice president to determine theme, articles, solicit writers, etc. which would allow for more long-range planning. The Association executive committee second vice president would be called the Executive Editor. This would not violate the Association constitution.
5. Works with the Advancement Department to help with raising funds or planned giving projects especially with alumni. Might possibly help with contacts or visits to potential alumni donors.
6. Works with Admissions and/or Student Recruitment Office to develop, carry out and oversee strategies and activities to effectively involve alumni in the recruitment process. i.e. distributing catalogues to Christian schools in their immediate area; making contact (by phone or email) with prospective students that have been accepted to congratulate them and keep them "on track"; actively and deliberately looking for prospective student names, etc.
7. Works with the Career Development and Placement Office to carry out an aggressive program of job assistance for alumni. Presently we have a basic program in place on the Alumni Association section of the web page but it needs more development and promotion.