



Position Description
ASSISTANT DIRECTOR OF ALUMNI RELATIONS
FOR THE OFFICE OF COLLEGE ADVANCEMENT

Position Summary: Reporting to the Director of Alumni Relations. The Assistant Director plans and implements programs designed to involve alumni and attract support for the College from alumni and to interpret the College to alumni as well as interpret alumni to the College and to call upon alumni for financial support.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Responsibilities of the Assistant Director of Alumni Relations include, but are not limited to, the following:

1. **(25%) GOLD CLUB – (Graduates Of the Last Decade) renew program that will focus on:**
 - Regular electronic communications to keep these young alumni involved.
 - Specialty on-campus programming for Homecoming and other possible reunion events.
 - Area gatherings
 - Develop an alumni based program to assist admissions in recruiting students
 - Develop program of responsible stewardship
 - Develop summer education program geared to this group's interests & children

2. **(25%) Work with interested Alumni of Color (AOC) to develop and implement a program to:**
 - Use focus groups to establish program direction
 - Build an AOC advisory council
 - Develop an annual event to enhance the participation rate in alumni activities
 - Develop a program of responsible stewardship to increase financial support
 - Develop a program to assist admissions in the recruitment of potential students
 - a. Build connections with alumni guidance counselors/teachers for recruitment
 - b. Work with alumni to promote student recruitment
 - Serve as an office for AOC to become advocates for the college
 - Develop a program in conjunction with Multicultural Affairs to have alumni mentor current students of color with emphasis on retaining first year students.
 - Develop an electronic communication tool for AOC to keep alumni involved and abreast of the program.

3. **(12%) Work with Student Development and Athletics on expanding a Parents Program**
 - a. Work with Student Development on Parents programming for Homecoming
 - b. Work with Athletics on developing a Spartan "Booster" Club of that would work to include parents, alumni and friends in building support for athletics both in attendance at home and on the road and financially by doing "Booster" tailgate parties, selling shirts and providing giveaways, and personal fundraising..

4. **(10%) Current Student programming - Work with current students to communicate what it will mean to be MC alum**
 - The importance of referring future students to MC
 - The importance of responsible stewardship
 - Enhance knowledge of traditions and school song (revised or ?)
 - Student Alumni Council co-advisor
5. **(10%) Develop summer education program orientated toward alumni and children of alumni.**
6. **(8%) Work with the Director on developing the Alumni Association**

Work with the officers and members of the Alumni Association to define the role of the Alumni Association. Work to provide meaningful opportunities for alumni involvement in the life of the College and programming of alumni-related activities.
7. **(7%) Work on Departmental projects as needed**
8. **(3%) Communicate with Convocation Committee on a regular basis to utilize appropriate convocations for alumni or other appropriate constituencies**

QUALIFICATIONS

1. Baccalaureate degree
2. Must be proficient in Microsoft Office application.
3. Must be self starter/self motivated, well organized, detail oriented and able to work with minimal supervision.
4. Must be proficient in written and oral communication skills.
5. Professional appearance and the ability to interact effectively with persons at all organizational levels are essential. Must represent Manchester College with the highest degree of professionalism.
6. Must possess the ability to multitask and coordinate multiple activities simultaneously while completing tasks in an accurate and timely manner.
7. Must be trustworthy with knowledge of confidential College business data.
8. Must be able to consistently present a positive attitude and contribute to a harmonious team environment.
9. Must be able to flex work schedule to meet the demands of the alumni operation.
10. The abilities to lift approximately 40 lbs, hear and speak clearly, sit for extended periods, stand for extended periods, and keyboard for extended periods are all essential qualifications for this position.

WORK SCHEDULE

This is a full time, exempt position. Forty (40) hours per work week 8 a.m. to 5 p.m. M-F will be the general rule. However, depending on the project cycles and workflow demands of the College, additional hours or workday schedule change will be required as needed.

I have received a copy of the above position description, and I comprehend its contents.

Signature

Date