



## *Job Descriptions*

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### **Director of Alumni Relations**

#### **POSITION SUMMARY:**

The Director of Alumni Relations is responsible for developing and implementing a comprehensive Alumni Relations Program designed to increase alumni engagement and support.

Through a wide variety of programming, volunteer opportunities, and communications, the Director will build strong ties among alumni and the College.

In particular, the Director will organize reunion programs, regional chapters, and special events.

The Director will oversee activities of the Alumni Association Board of Directors, the Executive Committee and other volunteer committees.

As a member of the Advancement management team, the director will work closely with the development, advancement services and communications offices as well as with virtually all members of the College community including its talented and highly accomplished faculty.

The Director will cultivate and advance relationships with alumni volunteers and prospective donors.

#### **POSITION DUTIES AND RESPONSIBILITIES:**

- Create a vibrant five-year reunion program for classes celebrating 5th through 50th Reunions. Continue to build and promote Alumni Weekend and build an active class-based volunteer structure to better involve and engage members of the alumni body.
- Work closely with Career Services & Internships and the Office of Admissions to enhance career networking and admissions programming.
- Identify potential vehicles and activities for the engagement of alumni including programming for affinity groups (i.e., LGBT, Societies, Scholars, Athletics).
- Develop, recommend and implement strategies for marketing and promoting alumni activities, programs and services to promote alumni involvement and participation.
- Provide leadership and direction to the Alumni Association Board of Directors, Executive Committee and other Association committees. Coordinate nomination and election of Alumni Trustees to the Board of Trustees.
- Expand the regionally based alumni program, both with regard to the number of regional chapters and their programmatic offerings.
- Seek ways to involve alumni in the intellectual life of the College through vehicles such as faculty lectures.
- Build a robust Class Agent program.
- Develop partnerships to leverage Faculty Master's programming.
- Organize and manage Poet Awards and Poet Travel programs.
- Oversee the implementation and utilization of the College's online community and work closely with colleagues in the Communications Office to enhance connections among alumni and the College.
- Oversee special projects such as promotion of Master Card and other affinity programs.



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- Supervise development of special programming introduce current students and young alumni to the opportunities afforded them as alumni of the College.
- Work with campus community to build communication and benefits offered to alumni and strengthen personal contact.
- Oversee day-to-day activities of the Office of Alumni Relations including staff hiring and supervision, performance appraisals, work study, and make recommendation on staffing structure, promotions and salary levels.
- Develop and manage departmental budgets, track events, alumni correspondence, and inquiries.
- Position requires some travel and a commitment to working some evenings and weekends.
- Related duties as assigned.

### **POSITION SPECIFICATIONS AND REQUIREMENTS:**

#### **Previous Experience:**

At least five years of experience in alumni programming (or related work), preferably at a small liberal arts institution.

#### **Knowledge and Education:**

- Requires superior management, organization and planning skills; a track record of alumni program development and implementation.
- Must be able to work independently, solve problems, handle confidential information, and navigate sensitive situations.
- Requires ability to handle multiple assignments with minimum supervision while meeting strict deadlines.
- Must be able to work and communicate effectively, orally and in writing, with a broad range of internal and external constituents including faculty, staff, students, alumni, parents, and friends of the College.
- Must have excellent writing skills and be detail oriented and accurate.
- Significant abilities recruiting, guiding and motivating volunteers individually and in groups; ability to establish cooperative, effective working relationships with volunteers, donors, faculty and staff.
- Bachelor's degree required.