

Position: Director of Alumni Relations

Reports to: Vice President for Institutional Advancement

POSITION SUMMARY

The director provides the vision, leadership, and energy to motivate and engage a network of more than 2,700 alumni and friends.

Reporting to the Vice President for Institutional Advancement, the Director is a key member of the College community. The Director provides support and guidance to staff and volunteers, working closely with the Alumni Association Board of Directors.

The Director is responsible for the strategic management of a national alumni network and all Sherman College Alumni Association revenue generating programs. Specific areas of emphasis include: designing and delivering programs that engage and involve alumni in the life of the College, inform and educate alumni about the progress and vision of the College, celebrate and recognize alumni, promote and market the Association to current and future alumni.

The Director will also work with deans, senior academic administrators, department heads, faculty, and staff to connect the Alumni Association to all areas of the College.

SPECIFIC RESPONSIBILITIES AND PRIORITIES:

1. Advise Director of Development concerning on-going fundraising activities including the cultivation and solicitation of alumni, Alumni-By-Choice, parents, students, friends and others under the leadership of the vice president for institutional advancement
2. Develop and maintain effective relationships and communications with Sherman College's alumni and others through regular publications, letters, phone calls, emails, personal visits, alumni gatherings, receptions and similar activities
3. Develop, direct and execute all administrative affairs of the Alumni Office.
4. Develop and maintain office budget and alumni database.
5. Develop and manage all alumni services such as awards, travel programs, graduation photos, gift programs, credit card and net-serve programs, etc.
6. In collaboration with the vice president for institutional advancement, plan and conduct alumni board and executive committee meetings.
7. Develop and manage programs and activities among current Sherman College students and student organizations to provide a linkage to the alumni after graduation.

8. Establish and manage a national alumni network.
9. Grow the Alumni Association through membership and affinity programs.
10. Plan and administer alumni events.
11. Implement programs that inform, educate, and connect Sherman College alumni, Alumni-By-Choice (and future alumni) to the College
12. Provide leadership and guidance to the Alumni Relations staff
13. Manage and staff alumni volunteers in all aspects of alumni relations including, but not limited to fundraising, recruitment and image building
14. Represent the Alumni Association and the College at alumni, college, and community events in a positive manner that promotes the College's mission
15. Assist the vice president for institutional advancement to plan, organize and implement the annual departmental goals and objectives
16. Coordinate all institutional advancement activities related to alumni, including Alumni Association activities, alumni events at Lyceum, the Class Steward Program, all alumni focused publications and special alumni events and recognition programs.
17. Help edit and/or proofread departmental and college-wide publications such as *Straight from Sherman*, *PostCheck* and others, as needed.
18. Assist the vice president for institutional advancement in increasing the college's involvement in community and civic activities.
19. Make and maintain contact with alumni and other supporters for the purpose of establishing relationships and gathering information useful in the promotion of the college.
20. Perform other duties consistent with the position of director of alumni relations as assigned by the vice president for institutional advancement.

Qualifications:

A bachelor's degree (master's preferred) with a minimum of five years experience in a college/university alumni or advancement program. Must be an accomplished leader with strong interpersonal, written, and oral communication skills. Experience managing budgets, strategic plans, and staff is essential. At least three years experience and proven

success in planning, interpersonal relationships, public presentations, coordination of volunteers, computer use and database management. The position requires evening and weekend commitments and the ability to travel and so a valid driver's license and good driving record are required.