

Job Title	Assistant Director of Alumni Relations	Location	University Campus Florida
Position Number	04167	Position Type	Administrative
Department(s)	University Advancement	Supervisor	Director of Alumni Relations
FLSA Type	Exempt	FLSA Review	

**PRIMARY PURPOSE:** : The Assistant Director of Alumni Relations at Saint Leo University is responsible for implementing an annual schedule of programs and events designed to inform and engage Saint Leo University alumni. Regional and national alumni programs include reunions, commencement events, affinity, service, social, and professional-development programs. These programs will result in increasingly engaged and highly supportive alumni for the university.

In addition, the Assistant Director supports the fund-raising efforts of the University and is responsible for current student and young alumni outreach and fund-raising programs, and for \$100 to \$499 giving societies.

#### DUTIES AND TASKS

- Coordinate alumni programs and special events.
- Provide event participation and financial reports to the director.
- Serve as advisor for the Student Ambassador program.
- Implement strategies for increasing alumni participation and giving levels via the Annual Fund program. Oversee direct mail, telemarketing, and internet strategies.
- Support the University's fund-raising efforts. Oversee the Manage a portfolio of assigned donor prospects.
- Recruit volunteers for alumni events and the Annual Fund program.
- Represent the Alumni Relations Department on select campus committees.
- Ensure alumni records are up-to-date.
- Manage budgets.
- Assist the Director.

#### QUALIFICATIONS

- Bachelor's degree in appropriate field and three years related fund-raising experience.
- Excellent organizational, interpersonal, and communication skills. Must be creative and able to multi-task.
- Successful event planning experience.
- Computer proficiency, knowledge of the Internet and data bases.
- Ability to work flexible hours as needed.
- Willing to travel for meetings and regional events as needed.
- Able to work independently and as a supportive team member.

#### PREFERRED EXPERIENCE

- Volunteer recruitment and management experience.
- Experience in higher education and/or an alumni office, public relations and/or marketing plan implementation.
- Supervisory experience.

Approved-mm/dd/yyyy: SS