

## **ALLEN UNIVERSITY**

### **Position description**

**Title:** Director of Alumni Relations

**Reports to:** Vice President for Institutional Advancement

**Division:** Institutional Advancement

#### **Exempt Position**

**Description:** The Director of Alumni Relations is responsible for developing and implementing programming and services aimed at fostering alumni relations and encouraging support from alumni groups. In coordination with Institutional Advancement colleagues, the Director will develop and execute Annual Fund Drives focused on the alumni. The Director will develop and maintain alumni databases and mailing lists to facilitate effective communication between the University and this key constituency.

#### **Duties and responsibilities**

- Responsible for creating, developing, and supporting of alumni groups and activities nationwide
- Responsible for representing the University at alumni gatherings locally and nationally
- Responsible for encouraging, monitoring, and reporting on alumni giving
- Responsible for promoting transition of students into engaged active alumni
- Responsible for researching and cultivating donor classes of the alumni
- Responsible for other Institutional Advancement activities as assigned
- Responsible for working closely with the Office of Admissions in coordinating alumni engagement in recruiting students.

#### **Minimum Knowledge, Skills and Abilities Required**

- Skill and comfort engaging intergenerational groups
- Bachelor's degree required (Masters preferred)
- Five-years successful work experience in a structured people-centric environment
- Skilled use of technology, including social media platforms
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Able to make independent decisions

#### **Working conditions**

This position requires occasional evening and weekend work, and frequent overnight travel.

#### **Physical requirements**

This position requires regular driving and/or flying, days and evenings, and extended viewing of computer screens.