Director, Alumni Relations

Job Code 00001049

General Description
Responsible for creating and implementing programs that will cultivate goodwill and encourage continued involvement and communication between former students and the university. Also responsible for soliciting and obtaining donated money to pay for these programs and communications, overseeing office expenditures and the Alumni Association Endowment.

Examples of Duties
Meet with other campus leaders and Division Development Officers for the purpose of fundraising.
Develop, direct, monitor and report the goals, objectives and accomplishments of the alumni office.
Create, implement, and coordinate fund raising programs.
Motivate and coordinate volunteers to help the alumni office with various projects.
Solicit, meet, and communicate with the alumni board of directors and executive officers.
Review lists of names to identify potential volunteers and donors.
Organize and facilitate award selections for the purpose of alumni recognition.
Develop, organize, coordinate and host alumni social events for the purpose of building community.
Gather and obtain news and information to be used in the alumni magazine.
Obtain and monitor alumni names, mailing addresses, and other current profile information to update data base.
Supervise and motivate Alumni Office Staff.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: fundraising techniques.

Skill in: directing the work of others and motivating output; establishing rapport with clients; interacting with various parties.

Ability to: read and understand donor instruction contracts and letters, professional journals and various procedures and general correspondence; to prepare reports and letters and create effective fund-raising appeals and brochures; to prepare annual budget, individual project or event budgets, count money and make change; communicate to potential donors and members; create effective fund raising campaigns and events; establish and maintain contact with university alumni and friends; educate potential donors on types of gifts; communicate clearly and effectively with small and large groups; create, plan, delegate, supervise, implement, and evaluate events or programs.
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements