

Lincoln University Job Description

Job title:	<i>Director of Alumni Relations</i>
Department:	<i>Institutional Advancement</i>
Reports to:	<i>Vice President for Institutional Advancement</i>

Job Summary:

The Director of Alumni Relations is responsible for the planning and implementation of programs and projects that strategically engage alumni in strengthening programs and provide tangible benefits to alumni and current students.

Serving as an ambassador, the Director of Alumni Relations is charged with securing commitments from alumni to provide professional expertise and volunteer service; collaborating with colleagues in the administrative offices (including, but not limited to Admissions, Development, Communications and Student Affairs) to create and maintain pathways for alumni participation that advance the goals of the University; partnering with Development colleagues to identify, cultivate, solicit and steward alumni giving; and serving as a liaison between the Alumni Association and the University

The Director of Alumni Relations reports to the Vice President, Advancement and is a senior member of the Advancement team.

Qualifications:

- Bachelor's degree.
- Three or more years' experience in college or university alumni relations or fundraising with demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership
- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the University, alumni, other constituents and the public. Ability to work with a diverse constituency.
- Experience organizing volunteers in the planning of major and special events.
- Demonstrated effective supervisory skills.
- Demonstrated effective organizational, planning and management skills.
- Knowledge of database utilization and office computer software.

Essential Duties and Responsibilities:

- Establish, build and maintain relationships with alumni locally, nationally and internationally.

- Assist in securing support from the Alumni Association and its chapters and in organizing events in their cities that will raise the visibility of the University, sponsor organized recruitment activities to encourage students to apply, and raise funds for the University
- Serve as principle organizer and recruiter of alumni volunteers to be ambassadors, mentors, reporters, recruiters and other sources of support for the University.
- Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.
- Collaborate closely with development colleagues in increasing support from alumni; routinely identify and qualify alumni prospects for gifts; communicate development-related activities via written contact reports and periodic attendance at prospect management meetings
- Work with alumni to encourage the members of their families to consider Lincoln for their collegiate experience.
- Plan, implement and promote alumni programs (e.g., Homecoming, class reunions, Founder's Day, alumni chapters, Greek challenge, Senior Salute, and other special events.).
- Oversee and balance the budget for Alumni Relations; within the annual program budget, manage existing and/or additional alumni programs, services and communications
- Maintain regular communication with alumni regarding alumni related activities via direct contact, email blasts, alumni web page, and print publications (Lincoln Lion Magazine).
- Develops pre-alumni activities for senior class and senior class gift program.
- Partner with various university departments (Admissions, Career Services, Academics, etc.) to identify and cultivate alumni involvement in their areas.
- Organize reunion classes to solicit classmates for their reunion.
- All other duties as assigned.

Physical Demands:

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, and bend and reach.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.