



## Job Description

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| <b>Name:</b>                 |  |
| <b>Job Title:</b>            | <b>Director of Alumni Relations and Engagement</b> |
| <b>Department:</b>           | <b>Advancement</b>                                 |
| <b>Senior Team Leader:</b>   | <b>Stephen Weingart</b>                            |
| <b>Reports to:</b>           | <b>Stephen Weingart</b>                            |
| <b>Classification:</b>       | <b>Non-Exempt/Hourly</b>                           |
| <b>FTE:</b>                  | <b>Part Time 50% 20 hours per week</b>             |
| <b>Date Written/Updated:</b> | <b>May 2019</b>                                    |

### MISSION STATEMENT

The University's mission is to develop a commitment to scholarship; educate, equip, and help students develop their abilities for a life of God-honoring service to others; and for personal fulfillment.

### BASIC FUNCTION:

The *Director of Alumni Relations and Engagement* is responsible for providing leadership and direction to the alumni program at Huntington University through listening, effective communication, personal interaction, fund raising, student-recruitment initiatives, and the organization of gatherings and special events.

### QUALIFICATIONS:

- A personal relationship with Jesus Christ.
- Creativity, strong communication, interpersonal, organizational, time management skills.
- Demonstrated ability to work as a member of a team.
- Commitment to stewardship of University resources.
- Strong networking skills and minimum of supervision.
- Bachelor's degree required from Huntington University.
- 2-4 years of equivalent work experience preferred.
- *Commitment to continuous process improvement.*

- Proficiency in Microsoft Office, Word, Excel and Power Point.
- Evening or weekend work availability as required.

### **SPECIFIC RESPONSIBILITIES**

1. Plan, direct and implement meetings of the Alumni Board. Recruit and develop alumni leadership.
2. Plan, organize and host gatherings of alumni and friends.
3. Provide leadership and direction for alumni functions and events, including Homecoming, Alumni Gatherings, and the annual 50-year class reunion during Commencement.
4. Contribute content and provide input on alumni-related material for *Huntington University Magazine*.
5. Collaborate with the advancement staff to develop strategies and manage programs which ensure high annual participation rates among alumni in supporting the Forester Fund. These programs should include, but are not limited to, class-year and reunion campaigns.
6. Create comprehensive alumni communications strategy to include written, electronic and social media components.
7. Coordinate alumni relations activities with the Student Government Association and other student organizations. Cultivate institutional affinity and pride among current students (alumni-in-residence) and new graduates.
8. Collaborate with the enrollment management staff to develop and implement opportunities for alumni to participate in student recruitment efforts.
9. Assist with other projects and perform other duties as assigned by the Vice President for University Advancement or Director of Development.

### **WORK ENVIRONMENT/DRESS CODE**

Indoor work, office setting, business casual.

### **TRAVEL REQUIREMENT**

Occasional travel, as necessary

### **PHYSICAL DEMANDS OF THE JOB**

None noted.

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This position description is not all-inclusive and may change at the option of the supervisor or senior leader. Individuals may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation. Any major change will result in the position being reviewed for reclassification.