Position Description

TITLE: Assistant Director, Alumni Association

DIVISION: Alumni Relations

REPORTS TO: Associate Director, Alumni Association

SUPERVISES: Specialists and Support Staff

BASIC FUNCTION:

Under the direction of the Associate Director of the Alumni Association, develop, market, implement, and evaluate assigned special events, outreach, and membership programs designed to involve alumni worldwide and create an affinity to the University for mutually beneficial relationships. Supervise Specialist(s) and support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Research, develop, plan, implement, and evaluate a broad range of programming including major special events, outreach, and regional programs related to generational segments of the alumni population. May include, but is not limited to, reunion events and weekends, signature development and recognition events, family programming, affinity and regional chapters, college and diversity programming, athletic events, student outreach programming, and membership.

- Set goals and objectives for all assigned programs.
- Create and manage budgets for all related events and programs.
- Develop marketing and communications strategies that align with the University’s priorities.
- Promote engagement and advance the programs and services across multiple media platforms, including print, electronic, and social media.
- Recruit, train, support, and manage volunteers in engagement opportunities.
- Solicit corporate support, partnerships, sponsorships, and auction items for events and programs.

Serve as the staff liaison for one or more volunteer planning committees. Develop meeting agendas, conduct meetings, generate minutes, and ensure follow-through of action items assigned at meetings. Serve as active member on University committees.

Work collaboratively to create a strategic annual plan and ensure the plan is implemented. Propose and develop new methods of engagement through events and outreach programs.

At the discretion of the Associate Director, act as an ambassador at events.

- Serve as primary liaison to public and general stakeholder population.
- Assist with inquiries regarding special events and programs.
- Travel to local, regional, and national outreach and special events (may include alumni events, athletic receptions and games, conferences, and other events as necessary).
- Develop scripts and talking points for speakers; speak to stakeholders.
Represent the Executive and Associate Directors at meetings, on or off campus.

Supervise multiple staff and student assistants. Provide training and manage project assignments.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree
- Preferred minimum of five years of professional experience, in non-profit and/or higher education administration
- Demonstrated experience in planning major special events in one or more of the following: alumni affairs, development, public affairs, marketing or public relations
- Demonstrated ability to work with diverse groups/populations
- Demonstrated supervisory experience
- Willingness to travel
- Demonstrated strong verbal and interpersonal communication skills
- Demonstrated proficiency in written communication skills
- Demonstrated time management and organizational skills in a multiple priority environment
- Demonstrated accuracy and attention to detail
- Demonstrated ability to meet competing deadlines
- Demonstrated ability to work as part of a team
- Demonstrated ability to work with both internal and external University stakeholders, including but not limited to: students, faculty management, volunteer groups and support staff
- Demonstrated experience with social media and Microsoft Office applications (Word, Excel, and PowerPoint)

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Forward letter of interest, resume, and references to:
URI Alumni Relations
Attn: Esther Reynoso
PO Box 1579
Kingston, RI 02881
ereynoso@uri.edu

The search will remain open until position is filled, however, for first consideration, applications must be received by July 26, 2017.

06.22.17