Position Description

TITLE: Specialist, Alumni Association

DIVISION: Alumni Relations

REPORTS TO: Assistant Director, Alumni Association

SUPERVISES: Program Assistants and Support Staff

BASIC FUNCTION:
Under the direction of the Assistant Director of the Alumni Association, as lead or assist, develop, market, implement, and evaluate assigned Alumni Relations special events, outreach, and membership programs designed to involve alumni worldwide and create an affinity to the University for mutually beneficial relationships. Supervise Program Assistant(s) and support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

As lead or assist, 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.
- Assist with marketing and communications strategies for events and programs 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 assist or 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.

Assist in developing long and short-range goals and objectives for the strategic annual plan.

Research and facilitate the successful planning and implementation of new trends in programming for connecting with the URI community.

Maintain, research, implement revenue generating programs; may include the membership program, the brick program, and affinity programs.

At the discretion of the Assistant Director, act as an ambassador at events.
- Serve as liaison to public and general stakeholder population.
• Assist with inquiries regarding special events and programs.
• Travel to local, regional, and national alumni 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.

OTHER DUTIES AND RESPONSIBILITIES:
Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:
Personal computers, internet, printers, word processing, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:
• Bachelor’s degree
• Minimum of two to three years of professional experience in non-profit and/or higher education administration
• Demonstrated experience in special event planning, volunteer committee management or marketing, preferable in one or more of the following: alumni affairs, development, public affairs, marketing or public relations
• Demonstrated ability to work with diverse groups/populations
• 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 carry out complex verbal and written directions with accuracy and attention to detail
• Demonstrated ability to meet competing deadlines
• Demonstrated ability to work as part of a team
• Ability to work with a minimum of direct supervision
• 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.