

Alumni Engagement Program Specialist

University of Rhode Island Foundation & Alumni Engagement

Overview:

Under the direction of the Alumni Engagement program manager, the Alumni Engagement specialist assists and helps lead the planning, coordination, implementation, and evaluation of programs designed to engage alumni, students, parents, and friends worldwide and create affinity for the University to advance the mission of the URI Foundation & Alumni Engagement (URIFAE).

URIFAE is an independent nonprofit organization that is affiliated with the University of Rhode Island (URI). It secures and manages contributions from alumni, parents, corporations, foundations, and friends on behalf of URI, engages alumni through programming and communication, and establishes collaborative relationships with companies to encourage access to University resources.

Responsibilities:

- Works collaboratively on a broad range of alumni engagement programming including, but not limited to, reunion experiences and weekends, affinity programs, college programming, club sports, and diverse alumni programming, outreach, and global programs.
- Assists with setting goals and objectives for assigned programs.
- Assists with developing and implementing project plans including venue selection, catering, site layout, registration, ticketing, marketing, schematics, speakers, supply procurement and coordination, and public safety. Completes required post-event processes in a timely manner.
- Assists with the design and production of materials (attendee reports and lists, name tags, place cards, tent cards, signage, etc.).
- Assists with programs, including problem solving, welcoming guests, directing set-up, communicating with staff, and organizing volunteers and vendors.
- Works with the marketing and communications team, assists with marketing and communications strategies across multiple platforms including print, electronic, and social media.
- Updates database; maintains comprehensive records including attendee reports and evaluations and produces other reports.
- When applicable, recruits, trains, and supports volunteers.
- Assists in developing long- and short-range goals and objectives for the strategic annual plan.
- At the discretion of the program manager or assistant director acts as an ambassador at engagements. Travels to local, regional, and national alumni outreach and engagement opportunities as necessary, with most travel being local.
- Perform additional duties as required.
- Must be willing to travel and work occasional weekends and evenings.

Qualifications:

- Must be proficient with word processing, database management, presentation and spreadsheet software.
- Excellent verbal and written communication skills, and phone/email manners.
- Demonstrated ability to carry out complex verbal and written directions with accuracy and attention to detail.
- Strong time-management skills and ability to prioritize work under tight deadlines and to deal with frequent changes.
- Ability to work well on a team and interact professionally and with discretion with staff, faculty, vendors, volunteers, and guests.
- Strong interpersonal skills, including experience building and maintaining relationships with diverse individuals, groups, and organizations.
- Innovative and resourceful; high energy, positive, professional attitude, pride in work product; self-motivated, enthusiastic, willing to learn.
- Demonstrated experience with social media, virtual platforms, and Microsoft Office applications (Word, Excel, and PowerPoint).

Education/ Experience:

- Bachelor's degree.
- Minimum of one to two years of professional experience, preferably in nonprofit or higher-education environment.
- Demonstrated experience in event planning preferably in one or more of the following areas: alumni engagement, development, nonprofit, marketing, or public relations.
- Volunteer committee and marketing experience desirable.

If you don't fit all these qualifications, education, or experience, but believe you're still a great fit, feel free to apply and tell us why in your cover letter.

Hiring Salary Range: \$45,000- \$55,000 annually, depending on experience.

Join the URIFAE team!

Join our team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off, and unparalleled retirement savings programs.

For this position, the work schedule would be three days in the office and two days of remote work. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

Applications:

Send email your cover letter, resume, and salary requirements to: URIFAE-hr@etal.uri.edu.

To provide equal employment and advance opportunities to all individuals, employment decisions at URIFAE will be based on merit, qualifications, and abilities. URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, pregnancy, national

origin, age, veteran status, physical or mental disability, sexual orientation, gender identity or expression, genetic characteristics or any other characteristic protected by law.