Alumni Engagement Specialist
The University of Rhode Island Foundation & Alumni Engagement

Overview:
Under the direction of the assistant director of Alumni Engagement, the Alumni Engagement specialist will assist and help lead the planning, coordination, implementation, and evaluation of programs designed to engage alumni, students, parents, and friends worldwide and create affinity to the University and advance the mission of the URI Foundation & Alumni Engagement (URIFAE).

Responsibilities:
Work collaboratively on a broad range of alumni engagement programming including but not limited reunion experiences and weekends, affinity programs, college and diversity programming, club sports and diverse alumni programming, outreach, and global programs.

Assist with setting goals and objectives for assigned programs. Assist with developing and implementing project plans to including venue selection, catering, site layout, registration, ticketing, marketing, schematics, speakers, supply procurement and coordination, and public safety. Complete required post-event processes in a timely manner.

When applicable, recruit, train, and support volunteers.

Assist with the design and production of materials (attendee reports and lists, name tags, place cards, tent cards, signage, etc.). Assist with programs, including problem solving, welcoming guests, directing set-up, communicating with staff, and organizing volunteers and vendors.

Working with marketing and communications team assist with marketing and communications strategies across multiple media platforms including print, electronic, and social media.

Update database; maintain comprehensive records including attendee reports and evaluations and other reports.

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

At the discretion of the associate director, act as ambassador at engagements. Travel to local, regional, and national alumni outreach and engagement opportunities as necessary.

Perform additional duties as required.

Must be willing to travel and work occasional weekends and evenings.

Must be proficient with word processing, database management, presentation, and spreadsheet software.

06.28.2021 AES
Education/ Experience:

- Bachelor’s degree.
- Minimum of one to two years of professional experience, preferably in non-profit or higher-education environment.
- Demonstrated experience in event planning preferably in one or more of the following areas: alumni engagement, development, non-profit, marketing, or public relations.
- Volunteer committee and marketing experience desirable.
- Excellent verbal and written communication skills, and phone/email manner.
- 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 multiple deadlines and to deal with frequent changes.
- Ability to work well on a team and interact professionally with staff, faculty, vendors, volunteers, and guests and with discretion.
- 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).

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.

Join URIFAE team!
Join our growing team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off and retirement savings programs. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Send your cover letter, resume and salary requirements to: URIFAE Attn: Leo Perrone, Director of Human Resources, 73 Upper College Road Kingston, RI 02881 or email it to us at URIFAE-hr@etal.uri.edu.