

Program Manager, Alumni Engagement

Overview:

Under the direction of the Assistant Director of Alumni Engagement, this position leads or assists in developing, marketing, implementing, and evaluating programs and experiences designed to engage alumni, students, parents, and friends worldwide and create an affinity to the University and advance the mission of the URI Foundation & Alumni Engagement (URIFAE).

Responsibilities:

Lead the development, planning, and execution of student and young alumni programming and events. Work closely with student leadership staff to develop strategies to involve undergraduates in alumni engagement efforts throughout their student experience.

Cultivate and activate an engaged and diverse base of volunteer support for student and young alumni programs through ongoing relationship management and coordinate placement of volunteers in appropriate opportunities.

Work to develop a creative and dynamic young alumni program that focuses on alumni up to 35 years old, including but not limited to regional activities for young alumni and further development of a Young Alumni Council.

Serve as the primary advisor to the Student Alumni Association (SAA). Supervise the executive board and membership; provide counsel on program development, implementation, and budget management; ensure organizational compliance with university policies and procedures; represent the organizations to campus and divisional leadership; and oversee the department's graduate assistant.

Assist in a broad range of programming and events, including but not limited to Homecoming, 50th Reunion, Golden Grad Weekend, Distinguished Achievement Awards, and network and affinity programming.

Set goals and objectives for all assigned programs and create and manage associated budgets. Oversee all components of event management. Manage or assist with day-of execution, and complete required post-event processes in a timely manner.

Work with the communications team to develop marketing and communications strategies for engagement opportunities and programs across multiple print and digital platforms. Develop and produce event materials (name tags, place cards, tent cards, attendee lists, signage, etc.) in conjunction with the communications team and support staff.

Help to train and manage support staff, which may include program specialists and/or student workers and a graduate assistant. Evaluate the performance of student staff and provide coaching.

Work collaboratively with URIFAE colleagues and campus partners.

Collaborate with the alumni engagement team on the development of long- and short-range goals and objectives for the strategic annual plan. Assist in the development of new methods of engagement through programs and experiences.

Travel to local, regional, and/or national alumni outreach and engagement opportunities as necessary.

Available for evening and weekend work as required.

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

Education/Experience:

- Knowledge and skills typically acquired through a bachelor's degree and 1-3 years of related experience.
- Knowledge and experience in alumni engagement or related fields.
- Strong professional, interpersonal, team, and leadership skills; tactfulness and flexibility in working with diverse population groups.
- Ability to thrive in a fast-paced environment. Strong time management skills, ability to prioritize work under multiple deadlines, and to deal with frequent changes.
- Work on multiple events simultaneously.
- Understands social media and uses various platforms including Facebook, Instagram, Twitter, Snapchat, TikTok, and YouTube to communicate to the student and young alumni audiences.
- Excellent verbal and written communication skills, and phone/email manners. Strong grammar, spelling, and proofreading skills are essential.
- Demonstrated ability to carry out complex verbal and written directions with accuracy and precise attention to detail.
- An aptitude for and commitment to learning new systems and applications is preferred. Demonstrated experience with 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.

Salary Range: \$48,000 to \$53,000 depending on experience

Join the 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.