

Assistant Director, Alumni Engagement

University of Rhode Island Foundation & Alumni Engagement

Responsibilities:

Under the direction of the vice president of alumni engagement, the assistant director leads, creates, markets, implements, and evaluates a portfolio of assigned programs and experiences designed to inform, engage, and involve alumni, donors, parents, and friends, and advance the University of Rhode Island's mission.

This work includes but is not limited to oversight of major engagement opportunities, outreach, volunteer management, and collaboration with the Colleges and associated development colleagues. The assistant director may also be involved with affinity reunions, signature events, strategic engagement opportunities for development and recognition programs, college and diversity programming, and the young alumni engagement strategy.

Essential Duties and Responsibilities:

- Sets goals and objectives for all assigned programs and creates and manages associated budgets.
- Updates database as appropriate.
- Supervises, trains, coaches, develops, and evaluates staff including senior program managers, program managers, program specialists, student workers and/or support staff. Ensures staff develop skills and knowledge base to support future growth.
- Works with peers to assess staffing requirements and leads the hiring process as needed. Works with the communications team to develop marketing and communications strategies for engagement opportunities and programs across print and digital platforms. Develops and produces event materials in conjunction with the communications team and support staff.
- Develops meeting agendas, conducts meetings, generates minutes, and ensures follow-through of action items assigned at meetings.
- Must be able to work both independently and with a team to effectively represent URI at various functions with campus administrators, key volunteers, donors, prospects, and other constituencies.
- Serves as the staff liaison to development director(s) and their regional prospects and assists with programs that support regional alumni engagement and development.
- Works closely with the donor relations and the prospect manager teams to engage alumni and increase giving. Understands the impact of philanthropy and supports fundraising initiatives.
- Works collaboratively to create a strategic annual plan and ensures the plan is implemented.
- Researches, proposes, plans, and implements new trends in programming and engagement experiences for high impact.

- At the discretion of the vice president of alumni engagement, act as an ambassador at experiences. Travel to local, regional, and national alumni outreach and events (may include alumni events, donor events, athletic receptions and games, conferences, and other engagements as necessary).

Qualifications:

- Working knowledge of fundraising principles.
- Excellent verbal and written communication skills and phone/email manner. 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.
- Strong time management skills; ability to prioritize work under deadline and deal with frequent changes.
- Ability to work well as part of a team and interact with staff, faculty, vendors, volunteers, and guests professionally and with discretion as appropriate.
- Strong interpersonal skills including experience building and maintaining relationships with a diverse network of individuals and organizations.
- Ability to travel, and work weekends and evenings.

Education/Experience:

- Bachelor's degree required; advanced degree preferred.
- Minimum of three to five years of related professional experience in nonprofit or higher education is preferred.
- Demonstrated supervisory experience. Demonstrated experience with in-person or virtual event planning, volunteer committee management, or marketing, preferably in one or more of the following: alumni engagement, nonprofit management, development, public affairs, or public relations.
- Demonstrated experience with social media 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.

Salary Range: \$60,000-\$70,000, 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 take part in is the University of Rhode Island tuition waiver program.

We are pleased to offer a hybrid schedule for this position, three days in the office, and two days working remotely. One of the remote days will be either a Monday or Friday.

URIFAE provides equal employment and advancement opportunities to all individuals, and all employment decisions are based on merit, qualifications, and abilities. 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.

Applications:

Email your cover letter, resume, and salary requirements to: Leo Perrone, Director of Human Resources - URIFAE-hr@etal.uri.edu.