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Title: Associate Director of Alumni &  
Family Engagement, Events & Volunteers

Work Schedule: 8:00 am – 5:00 pm  
Some evenings and weekends required.

Department: Development / Alumni Engagement

Created: 10/2020

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#### Characteristics of the Class:

Primary focus areas include increasing alumni and family participation in the life of the College through the development and coordination of in-person and virtual outreach efforts, events, and programs. The successful recruitment and management of alumni clubs and geographic, academic, and affinity group programs is also essential; as well as collaborating with campus colleagues to facilitate student and alumni interaction. This position is a key member of the Development and Alumni Engagement department, requiring a highly collaborative approach, positive attitude, perseverance, and the ability to think strategically and creatively. This position reports to the Director of Alumni and Family Engagement.

#### Essential Job Functions:

- Plan and coordinate logistics for on-campus events and programs including Commencement activities, Family Weekend, Homecoming Reunions, and other events;
- Develop and produce an annual calendar of engaging virtual programs, including live digital events and pre-recorded videos featuring Centre alumni, families, faculty and staff;
- Recruit and manage class chair, alumni club chapter, reunion, and affinity group volunteers, with an emphasis on growing diverse leadership and engagement opportunities for alumni and family constituents;
- Work collaboratively with campus partners, including the Center for Career & Professional Development, Athletics, Admissions, Diversity and Inclusion, Academic Affairs, the Norton Center for the Arts and other offices to plan and promote cross-campus alumni connections;
- Work in partnership with the Assistant Director of Alumni & Family Engagement, Communications to effectively promote events, programs, and other engagement opportunities in print, online, and across all email and social media platforms;
- Lead post-event reviews, analyze budgets, and track metrics to determine effectiveness of programs and make strategic recommendations for improvement;
- Serve as a member of the Alumni & Family Engagement team by participating in group strategy discussions, providing project leadership, sharing information with colleagues and contributing to the achievement of the overall goals of the Development and Alumni Engagement department;
- Manage and supervise the Alumni & Development Fellow;
- Appreciation of, a sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty and staff of many social, economic, cultural, ideological, racial and ethnic backgrounds.

#### Marginal Job Functions:

- Provide support to campus offices requiring the involvement of parents, families, and alumni;
- Serve as a member of the annual giving solicitation team in conjunction with other members of the College's advancement staff;
- Contribute to the overall success of the department by performing all other essential duties and responsibilities as assigned.

#### Entry Requirements:

##### Education and Experience

Bachelor's Degree required. Three to five years' experience in event management (or related field) required, with a proven record of accomplishment, thinking creatively, and taking initiative. Demonstrated fundraising and volunteer coordination at an academic institution (or relevant corporate or non-profit organization) is preferred. Able to operate computers with basic Microsoft Office software and associated professional softwares and databases (such as Millenium, Fundraising Performance Management, and iModules). Valid driver's license required.

##### Knowledge and Skills

Goal-oriented individual with strong event management, planning, problem solving and organizational skills. Ability to manage multiple projects simultaneously with extreme attention to detail and work collaboratively, proactively, and positively. Excellent interpersonal and communication skills, and accomplished at building relationships with people from a wide variety of backgrounds. Capable of handling all activities and highly confidential information with patience, flexibility, discretion, and tact. Willingness to work evenings and weekends.

##### Physical Requirements:

Limited pushing, pulling, lifting. Lifting would not exceed 20 lbs.  
Mobility on campus and ability to travel necessary.