



<b>Position Title:</b>	Alumni Relations Officer		
<b>Reports To:</b>	Director of Annual Giving & Alumni Relations		
<b>Department:</b>	MDC Foundation	<b>Job Code:</b>	2940
<b>Prepared By/Date:</b>	Carol Flynn/04-2007	<b>Job Group:</b>	PENC
<b>Approved By/Date:</b>	Glenn Kaufhold/04-2007	<b>Salary Grade:</b>	14
<b>Revised:</b>	Jennifer C. Brito/05-22-2009	<b>FLSA Status:</b>	Exempt

### **Summary:**

The Alumni Relations Officer promotes open lines of communication between alumni and the College. Plans and executes programs that foster good will and positive public relations for the College with alumni, students, and the general public. Under limited supervision, manages daily operations of alumni programs as mutually agreed upon with Director of Annual Giving and Alumni Relations.

### **Essential Duties and Responsibilities:**

- Plans and implements multi-faceted programs for alumni, students, and friends that increase good will and positive relationships with the College.
- Manages events and programs including alumni travel, networking, reunions, professional development, alumni chapters, and other special events.
- Promotes events that encourage alumni involvement including preparing promotional materials.
- Identifies and trains alumni volunteers and leaders.
- Prepares, edits and disseminates regular correspondence to alumni.
- Manages details and coordinates staff and volunteer activities for timely execution of events.
- Assists in managing program-specific budgets as well as producing annual reports.
- Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

### **Knowledge, Skills and Abilities:**

- Knowledge of marketing, public relations and special event planning, methods and techniques.
- Excellent organizational skills, presentation skills and communication skills (both oral and written).
- Excellent interpersonal and networking skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong leadership skills with the ability to be persuasive and influential.
- Ability to implement professional events on short deadline and deliver diverse and complex projects.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to prepare and manage budgets and resources.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.

- Ability to work in a multi-ethnic and multi-cultural environment with user communities of diverse backgrounds and skill levels including alumni, students, and staff, as well as others within the College Community.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally lift and/or move up to 25 pounds for event planning and campus travel. The employee is frequently required to stand; walk; talk and hear; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in a related field of study such as Business, Public Relations, or Marketing and five (5) years of experience in planning and managing special events and fundraising activities, development, non-profit marketing or related field (preferably in an academic environment).
- Demonstrated success in executing events, planning programs, and identifying, training and working.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name