

ROBERTS WESLEYAN UNIVERSITY

Job Description

Job Title:

Assistant Director of Alumni Engagement

Department

Office of Advancement

Reports to:

Director of Donor & Alumni Engagement

Written:

July 2024

Status:

Hourly

Job Objective: Under the supervision of the Director of Donor & Alumni Engagement: To support a comprehensive alumni relations program that fosters and deepens relationships with the alumni, friends, and parents of Roberts Wesleyan University & Northeastern Seminary for the purposes of fostering loyalty, adding value to their lives, and mobilizing them as partners in advancing our mission.

Job Responsibilities:

1. Work with the Director of Donor & Alumni Engagement to help set the long-term vision for the Office of Alumni Relations at Roberts Wesleyan University & Northeastern Seminary.
2. Take leadership of Homecoming with support of Director of Donor & Alumni Engagement.
3. Determine volunteer needs, recruit, supervise, train and manage volunteer work for all Homecoming events.
4. Work with Director of Donor & Alumni Engagement to set the strategy and implementation of alumni events.
 - a. Events include (but are not limited to): Virtual Events, Local Alumni Events, Regional Gatherings, Campaign Events, Affinity Group Gatherings, Graduation Dinners, and Commencement related events.
 - b. Responsibilities include managing event planning, logistics, registration, budget, marketing, attendance and reports.
5. Develop strategies to engage graduating seniors and young alumni.
6. Hire, supervise and train student workers for Alumni Engagement.
7. Maintain engagement data in Raisers Edge database.
8. Work with Director of Donor & Alumni Engagement to manage website content updates for Alumni Engagement.
9. All other duties as assigned.

The approved rate of pay for this position is \$20.00 - \$21.00/hr

Preparation and Training:

Bachelor's degree required. Experience working with volunteers and special events preferred. Strong writing and speaking skills, knowledge of Microsoft Office products, and database management skills are also strongly favored. Driver's license in good standing required. Preference will be given to graduates of Roberts Wesleyan University.

Consequence of Error:

Alumni apathy or ill-will, which may result in a lack of alumni interaction and financial support.

Level of Supervision:

This position will be given latitude for independent work. However, collaboration will be emphasized.

Directs Work of Others and/or # of Employees Supervised:

Potential for supervision of student workers and volunteers.

Experience:

Ability to organize and follow through with project-related details; ability to work constructively with people, especially alumni; knowledge of Roberts Wesleyan Seminary/Northeastern Seminary and their alumni; knowledge and appreciation of fundraising activities at Roberts Wesleyan Seminary/Northeastern Seminary; and strong administrative and communication skills.

Confidential Data:

This position will require a high degree of confidentiality. The employee must be able to keep matters and information confidential. Access to Raiser's Edge.

Mental/Visual Demand and Physical Effort:

Ability to manage multiple projects simultaneously, with attention to short-term and long-term planning. Extensive computer usage. The employee will need to do a limited amount of carrying displays and materials.

Environment:

Active environment describes the Office of Advancement. Out-of-town travel, night, and weekend work necessary.