



DATE ISSUED: 05/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director, Alumni Relations

JOB SUMMARY

This position oversees the Office of Alumni Relations and is responsible for managing all aspects of alumni relations. The director will develop, implement, and evaluate programs designed to foster effective communications, to increase support for the University and to encourage involvement of alumni in the life of the University. Work is performed under general supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President for Student Life

Supervises: Support staff and Student Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Establishes, monitors and evaluates the strategic plan for the office of alumni relations.
Represents the Chancellor, the Vice President, and the University to alumni and alumni chapters serving as an ambassador and advocate.
Secures, updates and monitors names and directory information for alumni.
Creates, implements, coordinates and evaluates alumni fundraising efforts in cooperation with the office of Institutional Development.
Identifies, recruits, coordinates and recognizes volunteers who work with various alumni projects.
Develops, implements and evaluates alumni special events designed to increase alumni involvement and support.
Gathers news and alumni information for use in alumni communications.
Develops, implements and coordinates a network of alumni support for student recruiting.
Develops, implements, and evaluates programs to engage students, new alumni and current non-involved alumni.
Prepares and supervises the budget of the office of alumni affairs.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in a related field is required. Master's degree strongly preferred.

EXPERIENCE

Three to five years of successful prior experience in alumni relations, fundraising, public relations, preferably in a university setting, is required.

KNOWLEDGE, SKILLS, AND ABILITIES- The following are essential:

Demonstrated success in alumni relations and the use of a membership database for developing involvement and fundraising are strongly preferred.

Strong interpersonal skills, oral and written communications skills are required.

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies and information for the determination of procedures, solutions and other outcomes.

Ability to communicate effectively orally, by phone, in person and in writing.

Ability to use a personal computer and other office equipment.

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.

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While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.