**Alumni Relations Director**

**DESCRIPTION OF JOB:**

The Alumni Relations Director will support the work of the Office for Institutional Advancement by providing strategic oversight of a comprehensive alumni relations engagement and outreach program for the College’s more than 13,000 alumni. The position will also serve to develop, cultivate, and steward alumni relationships through volunteerism and philanthropy. This individual must have a keen interest in and appreciation for the values and mission of Edgewood College.   
  
**Responsibilities:**

Alumni Relations

* Plan and implement a strategic program of communications to advance alumni program objectives through a multichannel approach through electronic and print media, special events, alumni website, and other vehicles while assuring appropriate messaging, style, quality, content and presentation.
* Support the development of communications on progress of alumni relations program to key alumni volunteer leaders and leadership groups such as the Alumni Board.
* Develop partnerships with staff, faculty, and various academic areas of the College to further engage alumni.
* Develop and implement efforts to raise the profile and visibility of the College’s graduates.

Development & Philanthropic Engagement

* Create and sustain a working partnership with colleagues in annual giving to allow for the appropriate level of coordination and collaboration in efforts to increase alumni giving participation.
* Cultivate, develop, and steward relationships with alumni who support the College through volunteerism and financial support.
* Strategize with Advancement staff to facilitate moves management process for alumni benefactors.

Other

* Create and sustain working partnerships with colleagues both within and outside of the College representing and advancing alumni as a primary constituent segment.
* Help to educate internal partners and stakeholders on the mission, vision, and plans for the alumni relations program.
* Support ongoing market research efforts directed toward the College’s alumni.
* Sustain current best practices in alumni programs overall and in the use of technology specifically for alumni engagement.
* Perform other duties as assigned by the Vice President for Institutional Advancement.
* Plan and manage individual annual budget.

**JOB QUALIFICATIONS**

**Necessary Education or Work Experience:**

* Baccalaureate degree required; advanced degree preferred
* Minimum of three years’ experience in communications, marketing, fundraising, and/or external relations, preferably within the context of a higher education institution or non-profit organization. Other experience deemed equivalent and relevant by the Vice President for Institutional Advancement.

**Required Knowledge and Skills:**

* Proven skills in organizational planning, interpersonal, written and verbal communications.
* Ability to handle multiple takes simultaneously while giving appropriate attention to detail.
* Personal characteristics associated with successful alumni relations professionals, including a vigorous work ethic, sound judgement, solid integrity, demonstrated initiative, appropriate professional attitude and personality to work effectively with colleagues, College representatives and partners, and senior College and volunteer leaders.

**Specialized Technology Skills:**

* Familiarity with social networking as a conduit for constituent engagement.
* Facility and proficiency with computer and development software.

**Accountability:**

* + Will prepare list of performance expectations in consultation with the Vice President for Institutional Advancement.
  + Ongoing performance will be measured by review and feedback based upon observation by the Vice President for Institutional Advancement. Such review will include the accuracy and timeliness of task and project completion.
  + Communication of Edgewood College’s vision, objectives, and Dominican tradition as observed and reviewed by the Vice President for Institutional Advancement.
  + The Vice President for Institutional Advancement will review overall performance against stated performance expectations at least annually.

**Other Qualifications:**

Edgewood College, an Equal Opportunity Employer, is committed to academic excellence through diversity in its faculty, staff, and students. Candidates must demonstrate multicultural competence — the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women and racial and ethnic minorities are especially encouraged to apply. The selected candidate must actively support the mission of the College by working with faculty, staff and students to share in our core values — truth, compassion, justice, partnership, and community.

**To apply**: Send a cover letter, resume, and references to:

Edgewood College

Human Resources – **ALDR**

1000 Edgewood College Drive

Madison, WI 53711

E-mail: humanresources@edgewood.edu

Equal Opportunity Employer