



POSITION ANNOUNCEMENT

Job Title: Alumni Relations Officer
Department: University Advancement
Reports To: Director of Development
Shift/Hours: 40 hours per week
Date Prepared: October 2, 2018

SUMMARY

This position is responsible for establishing measurable connections between alumni and Madonna University, and to provide relevant programs and services that engage and benefit constituents and the University. Builds a network that identifies key alumni for volunteer and philanthropic purposes, develops communications that inform alumni, portrays a campus environment that includes alumni, constructs programs on and off campus that engage alumni, and creates a culture of connection that will motivate alumni and alumni Parents/Grandparents to advocate for and invest in Madonna University.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops, plans, manages, and executes strategies to nurture, strengthen and grow alumni relationships with the University to foster continued engagement and philanthropy.
2. Works closely with leadership to develop and implement revenue and activity goals.
3. Plans, coordinates, and executes programs and local and regional events with internal and external constituents and manages details of program and event promotion, implementation, including, but not limited to: class reunions, homecoming activities, local and regional alumni gatherings, etc.
4. Works individually and collaboratively with the Advancement team and other faculty and staff members to ensure database maintenance of alumni and alumni parent data and contact information.
5. Manages and supports alumni, reunion programs, and collaborates with Advancement team on reunion giving, alumni annual fund giving, and major gifts fundraising efforts, to include identifying, cultivating, and soliciting donor prospects and volunteers.
6. Works individually and collaboratively with the marketing and communications staff to develop, produce, monitor, maintain, and update web content, the alumni portal, publications, communications, surveys, forms, etc. in support of the fundraising, and constituent relations objectives of the University.
7. Generates content for electronic, print, digital and social media communications to internal and external constituents including students, parents, alumni, faculty, staff, donors, and the community.
8. Works closely and collaboratively with Advancement Office colleagues, faculty, staff, and leadership in both the administration and volunteer groups.
9. Participates in strategic communications, fundraising, and call center activities.
10. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license and a commercially insurable driving record.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university. A minimum of five years of experience and demonstrated personal success in relevant aspects of fundraising, alumni relations, marketing and communications, special events, and constituent relations. Alumni relations and higher education experience preferred. Strong results orientation and highly collaborative style. Excellent written, presentation, oral communication, and interpersonal skills. Capacity to think creatively and strategically, and excellent judgment. Capable of working in an ever-changing environment. Maintains good rapport and effective, cooperative relationships. Possesses the ability to motivate and influence others. Ability to define problems, collect data, establish facts and draw valid conclusions, offer practical solutions and participate in problem resolution. Maintains complete, organized files (both physical and electronic) and document sources of data. Working or Strong knowledge of Microsoft Office required. Ability and willingness to work a flexible schedule, including evenings, weekends, and travel.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.