POSITION: Alumni Relations Director

SUMMARY: The Alumni Relations Director reports to the Vice President for Institutional Advancement and is responsible for the development and implementation of programs that engage and serve Marygrove College alumni and promote alumni. The primary objectives of alumni relations at Marygrove College are to:

1) Promote outreach, engagement and philanthropy to alumni and friends of the College;
2) Establish ongoing and consistent communication with our alumni and other constituent groups;
3) Serve the needs of our alumni through effective event programming, alumni services, volunteer opportunities and outreach activities to engage them in the life of the College;
4) Support opportunities for our alumni and other constituents to grow in their philanthropic support of Marygrove;
5) Provide support and guidance to the Marygrove College Alumni Association.

The Alumni Relations Director, working closely with the Vice President, the Alumni Association and key alumni volunteers, is responsible for planning, organizing, and supervising programs that achieve these objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Planning, implementing and/or supporting alumni special events such as regular Alumni Outreach activities, Alumni Reunion activities, Distinguished Alumni Award, Commencement activities and other events and programs as needed to fulfill the objectives of this position.

Cultivating and maintaining relationships with present and future Alumni Association Board members, Regional Alumni Chapter members, Affiliate and Affinity Chapter members. Provide direct support to the Alumni Association Board, and the various committees and affiliated chapters that comprise the Association.

Regularly correspond with alumni, students, and others having business with the Office of Alumni Relations. Supporting alumni giving initiatives through such programs as direct-mail, online and social media giving. Identifying and securing sponsorships in support of alumni events and programs.

Other duties and responsibilities as may be assigned. Considerable evening and weekend hours; out-of-state travel may be required (including air travel).

QUALIFICATIONS: Bachelor's degree (B.A./B.S.) required; minimum five years of alumni relations, annual fund, or association management experience, preferably in a higher education environment, with a proven track record of fund raising preferred.

If you are qualified and interested in this position, please email your resume and cover letter to careers@marygrove.edu for consideration.