

**Clark College Foundation**  
**Job Description**

**Title:** Director of Alumni Relations

**Department:** Development

**Reports to:** Chief Advancement Officer (CAO)

**Supervises:** Part-time coordinator position

**Effective date:** June 2019

**General Position Summary:**

Reporting directly to the Chief Advancement Officer (CAO), partnering with the other directors of advancement units (Communications and Marketing, Advancement Services, and Development), the Director of Alumni Relations develops and implements the Alumni Relations program for Clark College Foundation, supported by a group of volunteer leaders known as the Clark College Alumni Board. The Alumni Relations program helps support the strategic priorities of Clark College by working with its alumni to assist in advocating for the institution, recruiting and retaining students, job placement of students, career mentoring for current and former students, and fundraising. Under the direction of foundation leadership, the director works with the college President, Vice President for Student Affairs, deans, other program and academic leaders, and alumni volunteers to engage Clark College alumni.

**Essential Functions/Major Responsibilities:**

1. Work with the Chief Advancement Officer and the Clark College Alumni Board to strategically develop and manage a rigorous and ongoing Alumni Relations program, including: maintaining regular communications between the college and alumni; educating alumni about college priority programs and projects and engaging them in these priorities; connecting alumni with each other, providing lifelong college benefits, and supporting annual giving and major gift fundraising efforts.
2. Work with advancement leaders to help create, manage and monitor annual work plans and budgets for the alumni relations program, ensuring the most efficient and effective use of foundation resources at all times.
3. Work with foundation leaders to support individual and teamwork performance.
4. Responsible for devising and executing strategies to help support the Office of Student Services' efforts to recruit and retain students, provide mentoring to students and graduates, and to help as much as possible to identify quality employment opportunities for graduates through alumni contacts.
5. Work with foundation and college leaders to support Clark College Foundation's diversity and inclusion program, as well as Clark College's social equity plan.
6. Work with the foundation CEO, Chief Advancement Officer, the Alumni Board, the President of Clark College and Clark College leadership to select Clark College's annual outstanding alumni award recipients.
7. Create and coordinate effective online networking for alumni using various social media (i.e., LinkedIn, Facebook, Twitter, Instagram). This includes creating and maintaining the alumni web presence on the foundation's website under the leadership of the Executive Director of Communications and Marketing.

8. Work with the foundation's Executive Director of Communications and Marketing to create and distribute communications materials (Clark Partners magazine, Penguin Post) and other media devices (podcasts, videos, social media) to keep alumni informed about developments and activities at Clark.
9. Work with advancement services team to create, distribute and collate alumni surveys to gather personal information that can assist the foundation and the college in engaging alumni on behalf of Clark College.
10. Effectively document all contacts with alumni to report and retrieve data and to analyze the effectiveness of strategies and programs. The director and his/her team will utilize The Raiser's Edge and designated data systems as the sole tools for planning executing, and recording all strategic alumni relations activities.
11. Work with the Director of Special Events and Donor Relations to create and manage all alumni relations special events, including graduation, alumni awards activities, career fairs, alumni reunions and receptions etc.
12. Work with the foundation's CEO and the Chief Advancement Officer to recruit and manage an active board of volunteers (Alumni Board) to assist the foundation and the college in carrying out programs supporting institutional priorities.
13. Manage a part-time Coordinator of Alumni Relations.

In addition, the Director of Alumni Relations will perform other responsibilities that impact the cultivation and stewardship of assigned major gift opportunities including: strategically creating, coordinating and attending special events; working with alumni-related programs and activities; thanking donors; entering appropriate contact information into The Raiser's Edge to document interactions with donors and potential donors; working with Clark College administrative and academic leaders in support of advancement activities; reporting and monitoring her/his/their activities and productivity; and other related responsibilities as required.

**Note:** The responsibilities listed above may not include all duties performed by this position. Clark College Foundation reserves the right to assign other appropriate work as may be required to support the needs and purposes of the organization.

#### Qualifications/Education and Experience:

- Bachelor's degree required.
- Five years of advancement experience, particularly involving higher education alumni relations work and development/fundraising.
- Demonstrated leadership ability with strong organizational and administrative skills, including working closely with other advancement leaders, as well as supervising staff.
- Superior interpersonal skills and the ability to develop and maintain effective relationships with a variety of constituents, including donors, alumni and key volunteer board members.
- Excellent writing skills to prepare reports, alumni surveys, proposals, requests and correspondence.
- Demonstrated analytical skills in strategic planning and budgeting.
- Working knowledge of computer and applicable software programs, particularly Microsoft Office 365 and The Raiser's Edge.
- Demonstrated success in creating and staging small- to large-scale events including reunions, galas, panel discussions, and awards ceremonies.

- Knowledge of and experience in working with diverse constituents, such as alumni affinity groups and members of non-dominant communities.
- Solid knowledge of higher education institutions preferred, as well as demonstrated experience working with student services, athletics, student groups and organizations, and academic instruction.

Clark College Foundation offers a positive, team-oriented environment with competitive compensation including excellent benefits. Successful completion of reference and background checks will be required as part of the hiring process.

Application Process:

Email a cover letter, résumé, and three professional references in ONE PDF document with subject “Director of Alumni Relations” to Amanda Witt at [awitt@clark.edu](mailto:awitt@clark.edu). No calls please. Finalist candidates will be asked to complete and sign a formal application form. The position is available immediately and will remain open until filled.

We are proud to be an Equal Opportunity Employer. Clark College Foundation supports diversity and inclusion in our organization and in all of our philanthropic and alumni relations efforts. We encourage people of non-dominant communities to take a closer look at Clark College Foundation and to apply for exciting and engaging opportunities within our successful and award-winning organization.