

**JOB INFORMATION**

Effective Date	4/1/2022
Job Code:	2287
Job Title:	Dir, Alumni Relations
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	M3 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Development
Job Family:	Alumni Engagement
Job Summary	The Director of Alumni Relations oversees all university alumni engagement activity. This includes, but is not limited to the Alumni Association, alumni communities, alumni-related special events, Student Alumni Association, and collaborative work with the annual fund and major gift areas of Univ. Advancement. This position will facilitate efforts to keep alumni engaged and involved with colleges, institutes, and centers by supporting existing programs and creating new efforts that support and promote: alumni giving; professional development; student achievement (internships/job opportunities); and opportunities to support college/institute/center programmatic and financial objectives.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Humanities, Liberal Arts, Marketing or Business Administration.	Required	
Master's Degree	Advanced focus on leadership and resolution of professional challenges.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Five years of progressively responsible experience with alumni relations leadership/management with considerable supervisory experience.	Required	
Progressive	Demonstrable success as an Associate Director or Director of Alumni Relations.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Certification or demonstrated experience as a leader/mentor/active participant with the Council for Advancement and Support for Education (CASE).		Required	
	Certified Fundraising Executive (CFRE) and/or Council of Alumni Association Executives (CAAE).		Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Alumni Engagement and programming practices.	Skilled
• Volunteer Management.	Skilled
• Migrate alumni from engagement to giving - moves management.	Skilled
• Microsoft Office (Word, Excel, and PowerPoint).	Skilled
• Familiarity with alumni relations-related CRM platforms (Blackboard, Tableau, etc.).	Skilled
• Experience leading/hosting in-person and virtual events/meetings.	Skilled
• Effectively manage with appropriate management styles.	Skilled
• Ability to lead with strong interpersonal, relationship building, and collaborative skills.	Skilled
• Effectively communicate as a writer and presenter.	Skilled
• Knowledgeable regarding fundraising and the role of alumni relations in the fundraising process.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Collaborates with alumni leaders to oversee the Alumni Assn./Partnership and manage the alumni awards/recognition of service processes, as well as development and management of alumni benefits.	20%
• Conceptualize, create, and manage development and implementation of alumni communities.	20%
• Direct the implementation of on-and off-campus events, programs, and activities of varying sizes and scope to facilitate greater awareness of University aspirations and to deepen connections between UHCL stakeholders and each other.	15%
• Collaborate with Deans and UA leadership re alumni advisory boards and college-specific alumni/engagement opportunities.	10%
• Oversee alumni publications (newsletters, emails, website, etc).	15%
• Supervise and manage alumni relations team and provide guidance to alumni volunteers.	5%
• Develop, budget, and implement annual alumni marketing and membership plan.	5%
• Develop and implement purposeful engagement opportunities for University leaders including specifically the President, Vice President for University Advancement, and others as appropriate.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No

Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description