

Arizona Christian University

Position Description

Position Title and Position Grade:	Alumni Relations Program Coordinator/Manager (depending on experience)	Date Updated:	June 2018
Reports to:	Director of Advancement	Department:	Institutional Advancement
Direct Reports (if any):	None	FSLA Status:	Full-time / salary
Position Summary:			
<p>Working as a member of the Advancement Team, the Alumni Relations Coordinator/Manager will oversee program development and execution of university alumni relations efforts designed to foster relationships between the University and its alumni. This position will be responsible for tracking and engaging with graduates through data collection and reporting, events, communications, and the cultivation of relationships, for the long-term goal of solicitation.</p>			
Prerequisite Qualifications:			
<p>Bachelor's degree, minimum three years' experience in program creation and execution, special events, sales, development, or a combination of education and work required.</p> <ul style="list-style-type: none"> • Demonstrate high attention to detail and ability to learn new processes quickly and follow instructions while also demonstrating an entrepreneurial mindset with follow-through • Must be articulate, show strong interpersonal skills, and a high level of comfort communicating with a wide range of audiences • Excellent written and verbal communication skills • Be organized, efficient, and show good time management skills • Able to handle multiple projects simultaneously and adjust priorities accordingly • Proficient in Microsoft Office software (Excel, Word, Outlook) required • Experience with Raiser's Edge or other CRM database management tools a plus • Experience in higher education a plus • Special event and/or social media management a plus • Commitment to the University's faith statement, mission, and Core Commitments and an active Christian faith required 			
Duties, Tasks, Responsibilities:			
<ul style="list-style-type: none"> • Expand on current alumni relations efforts to create a comprehensive alumni engagement program based on higher education best practices with the long-term goal of increasing alumni giving by identifying, cultivating, and soliciting gifts from alumni • Engage and track graduates through surveys, meetings, communications, events, and data collection for the Higher Learning Commission to increase alumni involvement/outreach and utilize outcomes for marketing and academic programming evaluation purposes • Develop and establish new alumni programming activities including volunteer, mentorship, and networking opportunities, reunions, chapters, and increased event participation • Working collaboratively with the Student Development Division, create new career services and student mentoring program offerings • Create programs to assist students transitioning to alumni and young alumni programming aimed at increasing affinity and engagement with the University • Research, write, and create content for the website, magazines, newsletters, social media, and other communications • Assist with event planning and promotion, including Homecoming, as well as attend events 			

- Increase engagement on alumni social media channels through regular posts and interaction
- Support development activities including annual giving, fundraising events, and donor relations including by phone, meetings, communications, and events
- Proficiently use the Raiser's Edge constituent database management system and track alumni data, keep updated records and notes
- Perform other duties as assigned

Working Conditions:

- Normal office conditions. The noise level in the work environment is moderate (student traffic outside the office)
- Position requires the ability to lift/carry objects weighing up to 30 lbs.
- Ability to sit, stand, walk for extensive periods of time
- Occasional nights and weekend work required

Job Description Approved By:

Date:

Copy Provided to Employee:

Date: