

Alverno College
Exempt Position Description

Position Title: Alumnae Engagement Manager
Department: Alumnae Relations
Reports To: Executive Director, Advancement

Date: June 2022
Status: Full-time, 12 month

Primary Function:	Manage comprehensive strategies to engage Alverno’s alumnae base. Cultivate and maintain positive relationships with graduating students and alumnae to encourage their active participation and financial support in order to help the College achieve its goals.
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Principal Responsibilities:

1. With the support of senior leadership, develop and implement strategies designed to engage Alverno alumnae through personal interaction, group events, print and online communications, and volunteer involvement.
2. Collaborates with Alumnae Engagement Coordinator, Operations Team, Major Gift Officers
 - a. Oversee Special Events (Alumnae and Advancement)
 - i. Project leader for Fall Fest, Breakfast with Santa, Alum Teach & Learn Month, Celebration of Giving, Alumnae-Related Graduation Events (including Marshals), and Heritage Society Brunch
 - ii. Support Regional Travel event logistics
 - iii. Manage schedule of life-long learning, networking, and social events under direction of strategy by Executive Director and/or VP for Advancement
3. Oversee Alumnae Volunteering
 - i. Coordinates Ignite partnership with Career Studio
 - ii. Manages formal mentorship partnership through Ignite and with ICC
 - iii. Recruit and serve as liaison to Reunion and Class Gift Committees
 - iv. Recruits and serves as liaison to alumnae event presenters and panelists
4. Work with Executive Director, Advancement to design and direct communications strategies to keep alumnae informed and to encourage their feedback through the *Alverno Magazine*, the online alumnae community, direct mail letters, online email newsletters, and other methods as appropriate.
5. Work closely with staff members in development and marketing/communications to achieve overall advancement goals and objectives.
6. Works closely with the VP/Chief of Staff and or Executive Assistant to plan for Alverno College President to participate in alumnae activities and personal contact with alumnae, both locally and nationally.
7. Represent the interests of alumnae to the faculty and staff and finds ways to engage them in the life of the college.
8. Engagement Portfolio
 - i. Manages an engagement/stewardship portfolio of engaged alumnae who are no longer or not yet major gift prospects
9. Continually benchmark existing alumnae relations programs and develop appropriate measures for success.

Knowledge and Skills Required:

1. A bachelor's degree is required
2. Three to five years of experience in alumni/ae relations, fundraising, marketing, public relations, government relations or business relevant to the successful management of programs and communications strategies. Experience preferably will be in higher education and in engaging alumni, donors, customers or stakeholders.
3. Demonstrated expertise in customer/client relations, volunteer management, and event management is a plus.
4. Excellent written and oral communication skills. Must have the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write and complete documents such as reports, newsletters and general correspondence.
5. Strong organizational skills with proven capacity to handle multiple priorities and deadlines. Proven ability to interact with high-level professionals, to keep information confidential, and to represent the College well. Supervisory experience is preferred.
6. Must be proficient in Microsoft *Word*, *Excel*, *Outlook*, and *PowerPoint*, including mail merge functions and database management.
7. Must have the willingness and ability to work evenings and weekends.
8. Self-directed, team player; strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
9. Requires a valid driver's license and good driving record.
10. Requires the ability to talk and hear. Must be able to freely move throughout the facility and have capability to set up events including the ability to lift and/or move up to 35 pounds. Requires the ability to stand for extended periods of time.

Working Conditions:

1. General office environment.
2. Travel outside of the Milwaukee area (4-6 times a year); frequent evening and weekend activities (2-3 times a month).

How to Apply

- Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.