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# Example of Alumni Relations Manager Job Description

Our company is searching for experienced candidates for the position of alumni relations manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for alumni relations manager

* Responsible for managing the A/A budget and helping to identify ways to tailor programs and messaging to available resources and monitoring expense against that budget
* Prepare monthly development reports of A/A activity and volunteer database
* Capable to provide ad-hoc reports and evidence-supported analysis based upon A/A needs
* Provide guidance and meaningful opportunities to A/A volunteers
* Identifying and cultivating prospective donors grant opportunities
* Developing fund-raising initiatives among corporate and alumni constituents
* Some travel to make prospect visits and attend alumni conferences will be expected
* Emphasis will be placed on the development of successful corporate, “planned giving” and “major gifts” initiatives
* Manage, coach, motivate and evaluate a team of career services professionals
* Provide professional guidance to currently enrolled undergraduate and graduate online students and first-year alumni which includes assessment

## Qualifications for alumni relations manager

* Bachelor's degree in Business Management, Education, Communication or equivalent field
* A minimum of 6 years working experience of which 3 years should be in field or in A/A-type relations and external affairs
* Demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership
* At least 2 years of work in East Africa or sub-Saharan Africa is preferred
* Ability to work collaboratively with colleagues throughout the RLC and with A/A, other constituents and the public
* Demonstrated ability to strategize, implement and build constituency programs and activities