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# Example of Director, Alumni Relations Job Description

Our company is hiring for a director, alumni relations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for director, alumni relations

* Act as consultant, liaison, and lead advisor to assigned US and interest networks regarding all aspects of their management
* Reporting to the Director of Medical Alumni Relations, the Assistant Director is a member of the alumni team and will contribute to the overall strategy while ensuring effective project management, program execution and service to the alumni population
* Recruit, train, and oversee class volunteers for annual Alumni Day Reunion
* Plan and execute large scale and/or high level alumni programs and events
* Collaborate and coordinate with other departments and schools to achieve the goals of Stanford alumni programs
* Interface with student populations as they participate in sponsored events, mentoring activities, or celebrations that will positively influence their future status as alumni
* Collaborate and coordinate with School of Medicine Student Services for sponsored events and programs
* Identify and evaluate potential donors
* Designs, organizes, and implements targeted and cost effective special alumni events and board meetings to advance alumni relations and fundraising engagement opportunities
* Manage the Office Alumni Relations team to ensure all goals, objectives and operations are achieved

## Qualifications for director, alumni relations

* Strong technical skills including proficiency in Microsoft Office suite database management systems
* Experience with nonprofits, membership organizations, healthcare organizations and/or university settings
* Proven record of leadership, planning, and execution
* Ability to engage with high-powered alumni and faculty with poise and confidence
* Demonstrated success in building and cultivating relationships
* Proven ability to manage multiple constituencies & multiple initiatives simultaneously