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# Example of Director, Alumni Relations Job Description

Our company is growing rapidly and is hiring for a director, alumni relations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for director, alumni relations

* Coordinate with the executive director of Presidential Advancement to develop and execute programs bringing together board members and selected students for career networking and educational opportunities 2-3 time each year with a goal of 4-5 board members each season
* Develop creative mentoring and network opportunities for alumni
* Ensure strong collaboration and engagement with gift officers and engagement of prospects
* Develop processes to ensure data integrity of alumni contact and employment information in order to expand our outreach opportunities Oversee process with Advancement partners to ensure accuracy
* Identify and implement career networking opportunities in the regions and Meliora Weekend
* Develop and implement a plan for alumni to alumni professional development events and programs
* Organizes and coordinates programming for quinquennial reunion classes with a particular focus on integrating College priorities
* Recruits, organizes, trains, and motivates reunion class volunteers
* Works with staff to develop an annual operating plan for college-based events and activities that help engage alumni current and potential donors
* Build relationships with elected officials, other decision makers, and potential employers, promoting the work of the School and the quality of our graduates

## Qualifications for director, alumni relations

* Computer proficiency, internet savvy and the ability to learn new systems
* Ability to build and maintain strong relationships with diverse staff, demonstrate inter-cultural competence
* 2-3 years of successful experience in volunteer management and fundraising or comparable activity, and be comfortable personally soliciting individuals for four and five figure gifts
* Must have excellent knowledge of Microsoft Office Suite software applications, particularly Word and Excel and some experience with complex databases
* This position requires travel night and weekend work
* Must have superior writing and communication skills