Downloaded from <https://www.velvetjobs.com/job-descriptions/director-alumni-relations>

# Example of Director, Alumni Relations Job Description

Our company is growing rapidly and is looking for a director, alumni relations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for director, alumni relations

* Working closely with colleagues throughout the School, play a role in ensuring external messages are consistent and reflect the strategic goals of the Dean
* Represent the Dean and the School on local, regional, and national organizations/committees within professional organizations as requested by the Dean
* Lead national and regional conference planning and organization as directed by the Dean, including coordinating materials, sessions, panels, ads, receptions, and exhibition tables
* Lead process for award nominations to expand and distinguish the School and its brand
* Serve as a front-line officer for the university, representing Emory, Development and Alumni Relations (DAR), the EAA, and alumni interests to alumni, donors, parents, and friends of the university within a designated portfolio of volunteers
* In conjunction with the Global Alumni Relations team, set goals and execute strategies to engage alumni locally and globally and to develop a strong and diverse network of volunteer leaders
* Oversee volunteer leadership boards
* Develop and conduct individual and group training programs, orientations, and written materials to establish self-sustaining volunteer groups
* Travel as required to meet volunteer management goals and assist with program/event management
* Work with all EAA programs to establish an annual calendar of volunteer activity

## Qualifications for director, alumni relations

* Demonstrated experience providing service to internal and/or external constituencies
* Must be responsive and service oriented to internal (Faculty, Administrators, Staff, ) external constituents (alumni, donors)
* Experience in fundraising is highly desirable
* Experience with Advance or similar Donor and Alumni Relations Information Management systems
* Should have ability to juggle multiple priorities with initiative, proficiency, good humor and diplomacy
* Working knowledge of current academic issues