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# Example of Director, Alumni Relations Job Description

Our company is growing rapidly and is hiring for a director, alumni relations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for director, alumni relations

* Manage technology/information and master database software and applications with the ability to assess data used to determine the use of resources
* Provide high-level attention to detail and program/project management from design to implementation
* Meet department standards for contact reports, visits, and accurate coding using the university database system
* Represent EAA within DAR
* Develop relationships with school and unit alumni relations and fundraising officers to increase successful integration of alumni relations within assigned territory
* Serve on committees within the university, division, department, and team
* Perform additional duties as assigned by supervisors
* Participate in strategic and long-term planning
* Work with other departments to identify and implement new markets and develop program strategies
* Negotiate high level contracts with vendors and oversee the quality of delivered products and services

## Qualifications for director, alumni relations

* At least two years full time experience implementing an annual fund campaign
* Experience working with university alumni and planning alumni events preferred
* Expertise with Blackboard, Raiser's Edge and NetCommunity preferred
* Demonstrated success in alumni relations and the use of a membership database for developing
* Master’s degree in Communications, Public Affairs, Public Administration or related field AND two years of senior level experience working with donors, volunteers, elected officials and/or executives
* Demonstrated experience working with highly confidential materials and subjects