



Example of Alumni Relations Manager Job Description

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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

- 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