



Example of Assistant Director Job Description

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Our company is looking to fill the role of assistant director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for assistant director

- Assist the Associate Director for Marketing & Communications in developing social media marketing strategies to maximize reunion attendance and class gifts
- The Assistant Director will collaborate with the development staffs in the Annual Fund, Arts & Sciences and Engineering to co-manage assigned reunion committees - to increase overall alumni attendance, gift participation and alumni satisfaction
- Oversee and provide supervision to the casual temp employee who are responsible for the overall Alumni Weekend registration process
- Oversee and manage key components of reunion activities for assigned reunion classes committees - for the undergraduate alumni of Arts & Sciences and Engineering
- Provide volunteer committee members with regular and timely communication of fundraising, participation, and engagement progress and results
- Implement and oversee the marketing, communication and programming of the Fantasy Reunion campaign
- Navigate the intricacies of social media to increase the number of alumni touches
- Market alumni weekend to Homewood, Peabody, Nursing, Education and Carey Business school affinity groups and develop affinity group activities for Arts & Sciences and Engineering Master Programs
- Plan and execute receptions and informal gatherings of alumni hosted by

- Write thoughtful and concise business proposals, concept papers and term sheets that effectively communicate the key benefits and advantages of partnering with Ionis

Qualifications for assistant director

- Progressively responsible experience with a large clinical practice or academic medical setting
- Familiarity with university accounting practices
- Ability to diagnose and plan interventions to correct funds flow to assure financial stability
- Ability to supervise a diverse group of support staff with varying degrees of financial management abilities
- Ability to train support staff in the various financial tasks
- Demonstrated use of Microsoft Office Suite and the ability to learn new software packages to include BlackBoard Transact, Sequoia Retail Software