

Job Description

Job Title:	Alumni Relations Manager - Institutional Advancement
Job ID:	2134
Location:	Lehman College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

GENERAL DUTIES

Manages College's alumni relations activities and promotes an active and engaged alumni base.

- Implements and monitors comprehensive alumni relations program; makes recommendations to improve department policies and procedures
- Participates in developing strategy; oversees programmatic and administrative support to increase involvement among alumni
- Develops and manages an annual schedule of reunion events and other alumni activities; oversees alumni communications
- Works collaboratively with other areas of the College to promote and improve alumni participation
- Prepares reports and presentations evaluating outcomes of department events and activities
- Cultivates and maintains relationships with alumni donors and volunteers
- Supervises office operations; administers department and/or events budget(s)
- May manage professional and/or clerical staff
- Performs related duties as assigned.

Job Title Name: Alumni Relations Manager

CONTRACT TITLE

Higher Education Associate

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

The Alumni Relations Manager is responsible for the planning and implementation of programs and projects that strategically engage alumni in strengthening programs and provide tangible benefits to alumni and current students.

The Alumni Relations Manager is charged with securing commitments from alumni to provide professional expertise and volunteer service; collaborating with colleagues in the administrative offices (including, but not limited to Admissions, Development, Media Relations and Student Affairs) and the schools to create and maintain pathways for alumni participation that advance the goals of the Institute; partnering with Development colleagues to identify, cultivate, solicit and steward alumni giving; and serving as a liaison between the Alumni Associate Board of Directors and the academic and administrative leadership.

The Alumni Relations Manager reports to the Assistant Vice President for University Advancement and is a senior member of the Advancement team.

All attendees and degree alumni are counted as members of its Alumni Association.

MINIMUM QUALIFICATIONS

Bachelor's Degree and six years' related experience required.

PREFERRED QUALIFICATIONS

- Knowledge of Raiser's Edge, Microsoft Word and Excel.
- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the Institute, alumni, other constituents and the public.
- Demonstrably strong writing, planning and organizational skills.
- Demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers.
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals.
- High professional and ethical standards for handling confidential information.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- Demonstrated ability and success with special event planning.
- Ability to travel and work evenings and weekend as needed.

COMPENSATION

Commensurate with education and experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Send cover letter and resume with names of three references. Apply online through www.cuny.edu and navigate to Careers at CUNY, then click on additional job postings for CUNYfirst.

CLOSING DATE

Open until filled with review of resumes to begin 1/04/10.

EQUAL EMPLOYMENT OPPORTUNITY

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