

Class Code:.....0604
Position #:(NUNC).....8451
Developed by:.....
Reviewed by:.....RB
Approved by:.....
Date:.....2/92, 2/94, 8/98

THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Executive Director, Alumni Relations & Secretary to Alumni Association

DIVISION: University Advancement

REPORTS TO: Vice President, University Relations and Alumni Association Board of Directors

GRADE: 15

SUPERVISES: Professional and support staff

BASIC FUNCTION:

Provide leadership for alumni programming, events, and communications. Represent the University and the Alumni Association to alumni and other constituencies. Provide broad staff support to the Alumni Executive Board, and oversee staff support to other key alumni groups. Work with the Advancement Vice President and the Alumni Board to establish an on-going strategic plan providing for University and Alumni Association relationships. Manage the Alumni Association budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recruit and supervise professional and support staff in the Office of Alumni Relations, with responsibility for setting annual performance objectives for each staff member and conducting annual staff evaluations.

Provide broad staff support to the Alumni Association Board and to other key alumni volunteers.

Work closely with the Vice President and the Alumni Association Board to establish the department's on-going strategic plan.

In consultation with the Alumni Association Board, develop and administer the budget for Alumni Relations.

Provide leadership for the development and coordination of alumni programming, including reunions, homecoming, regional meetings, alumni volunteer program, parents' program, student alumni association and other special campus events.

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Responsible for establishing and maintaining a comprehensive, active alumni chapter program.

Develop and direct the alumni communications program to enhance awareness and support for the University's academic, cultural and academic endeavors.

Provide support, as appropriate, to University fund-raising efforts targeted toward alumni.

Identify and develop alternative sources of revenue beyond funds which support and maintain alumni operations.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the University in its relationships with alumni, legislators, the business community, and other key internal and external constituents.

Carry out other duties as assigned by the vice president and/or the University president.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree is required, as are the following: effective public speaking, interpersonal, and written communication abilities; at least five years' experience in alumni relations, college/university advancement, or some other relevant organization emphasizing constituent relationships; demonstrated achievement in alumni programming and events, or programming/events in some other relevant organization; demonstrated ability to work with volunteers and to manage volunteer programs; at least three years of supervisory experience; demonstrated experience in budget management; an understanding of institutional fundraising; willingness to travel; an understanding of the role of alumni publications and communications as they relate to an overall organizational marketing plan; familiarity with Advancement database management.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.