

Class Code:.....0885  
Position# (PSA) (E) 6221,6398  
Developed by:.....SG  
Reviewed by:.....MN  
Approved by:.....LK  
Date:8/99;3/02;05/05;  
9/06; 01/2012

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Specialist, Alumni Relations Office/Special Events  
**DIVISION:** University Advancement (Alumni Relations)  
**REPORTS TO:** Executive Director, Alumni Relations  
**GRADE:** 9  
**SUPERVISES:** Support staff and Program Assistant(s)

**BASIC FUNCTION:**

Under the direction of management, create, coordinate, and implement a variety of Alumni Relations programs, special events and outreach programs. Supervise Program Assistant (s)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plan, coordinate, and implement one or more of the Alumni Relations major special events annually. May include, but is not limited to, reunion events and weekends, fundraising events, family programming, affinity and regional chapters, diversity programming, athletic events, and student outreach programming.

Create and manage budgets for all related events and programs. Set goals and objectives for all assigned programs and participate in strategic planning for the Alumni Association.

Research, develop, and implement programming (social, cultural, athletic, community service, educational, and networking) related to generational segments of the alumni population.

Assist in developing a strategy to market alumni programs and events to our 100,000+ global alumni via print, electronic, and phone.

Serve as the chairperson of one or more volunteer planning committees. Develop meeting agendas, conduct meetings, generate minutes, and ensure follow through of action items assigned at meetings.

Serve as active member on University committees.

Serve as primary liaison to public and general stakeholder population; assist with inquiries regarding special events and programs.

Travel to local, regional, and national alumni outreach and special events (may include alumni events, athletic receptions and games, conferences, and other events as necessary).

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Develop scripts and talking points for speakers at outreach and special events.

Solicit corporate support, sponsorships, and auction items for Alumni Association fundraising events.

Speak to stakeholders at chapter, athletic, and outreach events as necessary.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor's degree and at least two years of work experience in non-profit or higher education administration, which includes specific experience in one or more areas, such as alumni affairs, development, public affairs, marketing, or public relations. Demonstrated record of planning special events; demonstrated ability to represent the University with both internal and external stakeholders; demonstrated supervisory experience; ability to travel; strong communication skills, both written and oral; excellent organizational abilities and interpersonal skills; ability to effectively manage multiple tasks and projects concurrently and efficiently; demonstrated ability to work collaboratively as part of a team, and to relate to and communicate with a wide variety of constituencies including, but not limited to, management, faculty, volunteer groups, support staff, and students; experience with Microsoft Office applications (Word, Excel, and PowerPoint); ability to work in a fast-paced environment and to meet competing deadlines.

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