OFFICE OF ALUMNI ENGAGEMENT
DIRECTOR OF ALUMNI ENGAGEMENT
Opening Date: April 23, 2014
Closing Date: Until Filled
Full-time, Salaried position with benefits

Internal applicants are encouraged to apply

BASIC JOB DESCRIPTION: The Director of Alumni Engagement is a senior staff member in the Division of Development and Alumni Engagement whose primary responsibility is the management, supervision, and implementation of all alumni engagement programs. This position reports to the Vice President for Development and Alumni Engagement and will be responsible for the administration of the Stetson University Alumni Association, as described in the By-Laws as approved by the University’s Board of Trustees, and for developing an alumni engagement program that will benefit alumni of all generations in keeping with the best practices of today’s alumni engagement programs.

QUALIFICATIONS: An undergraduate degree is required, along with five years of demonstrated experience in higher education or related fields. The successful candidate will have management and events planning experience. Through a team approach, the Office of Alumni Engagement works closely with the Development, Marketing, Career Services, and Student Life offices for the purposes of encouraging and furthering relationships between alumni and the University, and advancing the interests and reputation of the University. The Alumni Engagement Office provides alumni with a continuous avenue for interaction with their alma mater through alumni activities, district events, athletic events, and cultural and academic programs. The Director encourages a sense of inclusion, camaraderie, and attachment among alumni and all members of the Stetson University family.

ESSENTIAL JOB FUNCTIONS: Management and supervision of the Alumni Engagement staff. Direct the planning and implementation of alumni programs and activities; recruitment and management of alumni volunteers and committees. Direct the development, management and implementation of the Alumni Association, including the Association’s calendar of events and goals of the Association along with the preparation and management of all budgets and annual reports. Design and implementation of effective alumni events, with efforts aimed at enhancing fundraising efforts, student recruitment, career networking, and alumni giving. The successful candidate must demonstrate knowledge of current and strategic alumni engagement theory and practice, and ability to develop and implement alumni marketing plans and strategies, leadership and supervisory skills that fosters collaboration, teamwork, experience in and commitment to private higher education, and excellent interpersonal and communication skills.

WORKING CONDITIONS: Requires some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; occasional and, at times, frequent hours outside the normal University schedule.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.