

The Office of Advancement has an opening for a Director of Alumni Relations.

**Job Title:** Director of Alumni Relations

**Department:** Department: Office of  
Advancement

**FLSA  
Status:** Exempt

**Summary** As South Texas College of Law prepares for a major campaign to realize its strategic plan, it is forming a team of outstanding development professionals focused on engaging and soliciting prospects in a professional and collaborative environment. The Director of Alumni Relations is responsible for the planning and implementation of programs and projects that strategically engage alumni in strengthening College programs and provide tangible benefits to alumni and current students.

Serving as an ambassador, the Director of Alumni Relations is charged with the securing commitments from alumni to provide professional expertise and volunteer service; collaborating with colleagues in administrative offices such as Admissions and Student Affairs, and with faculty to create and maintain pathways for alumni participation that advance the College's strategic plan; partnering with frontline fundraisers to identify, cultivate, solicit and steward alumni giving; and , serving as a liaison between the Alumni Board of Directors and the College's academic and administrative leadership.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Create a multi-year plan for the alumni relations program that results on growth for the program, exhibited through greater alumni program involvement, reunion attendance, increased annual and reunion giving, and involvement of a new pool of alumni in alumni association and institutional leadership roles.

Plan, implement and promote alumni programs that support the College's strategic plan and fundraising goals in collaboration with colleagues within the Office of Advancement, the Dean's Office and across campus; develop and submit for approval by the Senior Vice President of Advancement annual strategic and operating plans.

Work closely with the Alumni Association Board of Directors, arranging its meetings, staffing its committees and ensuring strong and productive relationships between its members and the College's academic and administrative leadership; serve as ex officio Executive Director of the Alumni Association.

Establish and build relationships with a wide range of alumni - locally, regionally, nationally, and internationally; establish regional and national alumni chapters; maintain regular communication with alumni via direct contact, email blasts, social media, alumni web pages, and print publications.

In collaboration with the Marketing and Communications team, develop a multifaceted alumni communications plan to increase alumni engagement with the College, current news and events, points of pride, and future plans.

Manage, update, and market the College's online interactive alumni web presence, along with other means of contacting alumni.

Respond to information and contact requests from alumni.

Educate graduating students about alumni benefits and engage them in programs.

Partner with the Office of Admissions to spearhead the introduction of alumni involvement in the admissions process; partner with the Office of Student Services to plan the growth and accessibility of career networking services for students and alumni.

Responsible for all alumni event planning, coordination and implementation of occasions such as Alumni Board meetings, galas, graduation/Hooding ceremonies, reunions, regional/chapter events, and various affinity group events.

Collaborate closely with development colleagues in increasing support from alumni, routinely identify and qualify alumni prospects for gifts; communicate development-related activities via written contact reports filed in Raiser's Edge and periodic attendance at prospect management meetings; partner with the Director of Annual Giving to grow participation in the alumni law form challenge; raise funds for select special projects and events in collaboration with Development colleagues.

Advocate for the College with in-depth knowledge of institutional priorities, points of pride, plans, and the facets of its higher education mission; learn and communicate in compelling terms the strategic vision for the College and the power of scholarship.

Facilitate positive, purposeful relationships between alumni and members of the College community; develop engagement strategies that make good use of relationships between alumni and College academic, administrative and volunteer leadership.

Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects (e.g, alumni directory), correspondence, website, postal return, etc.

Oversee and balance the budget for Alumni Relations, ensure appropriate return on investment (ROI) for all activities and events; within the annual program budget, manage existing and/or additional alumni programs, services and communication.

Create reports and analysis tools to help ensure the program is responsive to needs of alumni.

Travel in and out of state to facilitate alumni activities and events, and to promote the College's needs.

Supervise Coordinator, Alumni Relations, and provide guidance to alumni volunteers.

Superb judgment in all areas related to alumni relations.

Excellent interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the College, alumni, other constituents and the public.

Demonstrated ability to handle confidential information with appreciation for the importance of complete protection of the privacy of alumni, donors and prospects.

The demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers.

Demonstrably strong writing, planning, and organizational skills.

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.

Ability to travel and work evenings and weekends as needed.

Proficiency in Raiser's Edge or a similar constituent database.

Other duties as assigned.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person must have a poised and professional image; strong interpersonal skills with the ability to work collaboratively in a team environment. Must be able to interact effectively and efficiently with all visitors and students while projecting a positive image for the department and college. Maintains a high level of commitment to customers/clients needs and concerns. Pursues the College's Service Standards on every situation. Exhibits a deep care for the success of the customers/clients, coworkers, department and college. Must have a collaborative approach to working with others. Maintains the highest standards of personal and ethical behavior; words and actions are consistently in alignment. Must have excellent writing and editing skills; proficient in windows-based software, including word processing, spreadsheet skills, and ability to learn new software programs as needed. Ability to work in a fast paced environment and perform multi-tasking duties.

The person should possess strong organizational skills, strong oral and written communication skills, be dependable and reliable. Sound judgment and a high level of initiative and self-motivation is required to successfully perform the job responsibility. Ability to foster and develop positive relationships within own department and across organizational and functional boundaries by valuing others. Ability to actively and skillfully discover, analyze, and evaluate relevant information to develop practical solutions.

## **SUPERVISORY RESPONSIBILITIES**

Responsible for supervision of Coordinator, Annual Giving and Alumni Relations

### **Education and/or Experience**

Bachelor's degree required; advanced degree appreciated. Minimum seven years experience in alumni relations or external affairs with demonstrated accomplishment in programmatic development, budget management, special events, and fostering productive relationships with volunteers. Experience in an institution of higher education, or an environment of similar complexity, is preferred. Experience and/or interest in the law or legal education, and ability to effectively represent the mission of South Texas College of Law.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively and professionally communicate in one-on-one and small group situations to students, alumni, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to perform basic math essentials

### **Reasoning Ability**

Ability to define routine problems, collect data, establish facts, and draw valid conclusions to solve routine problems and/or deal with a variety of variables in situations, especially when department head may be out of office or unavailable. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Certificates, Licenses, Registrations**

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand and walk. Occasional light to moderate lifting from floor level, at waist, and above shoulders required. Infrequent bending and stooping necessary. Specific vision abilities required by this job include close vision in order to accurately input data and proofread; distance vision in order to recognize and assist visitors to the department.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fast paced, multi-tasking, non-smoking work environment. Must be able to work the general business schedule of the College (9:00 a.m. to 5:30 p.m.) plus evenings and weekends as necessary.

[https://www.stcl.edu/hr/director\\_of\\_alumni\\_relations.html](https://www.stcl.edu/hr/director_of_alumni_relations.html)