



DIRECTOR OF ALUMNI RELATIONS AND ANNUAL GIVING

JOB DESCRIPTION

Villa Maria College invites applications for the position of Director of Alumni Relations and Annual Giving report to the Vice President for Development. The Director of Alumni Relations and Annual Giving manages all aspects of the alumni relations and annual giving programs at Villa Maria College. The Director works with a volunteer Alumni Association Board to engage former students in the life of the College, manages alumni and donor information systems, and carries out the annual giving campaign for the College.

ESSENTIAL RESPONSIBILITIES

- Plan, organize and implement a program of alumni activities, working with the Alumni Association Board of Directors, to help build and maintain strong relationships with Villa alumni.
- Facilitate networking with alumni to promote opportunities for Villa students and fellow graduates.
- Recruit and lead alumni volunteers.
- Coordinate and implement the annual giving program. Supervise all aspects of the campaign; develop specific strategies to improve results.
- Work with the college communications office to employ print, electronic and social media to enhance outreach to alumni and donors.
- Maintain up-to-date contact reports on alumni and donors. Assist with prospect research. Locate lost alumni.
- Educate graduating students about alumni benefits and engage them in programs.
- In all things, help to advance the mission of Villa Maria College.
- Support the philosophy and objectives of the College.
- Participate in College functions.
- Serve on committees of the College.
- Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS

- Bachelor's degree required.
- Experience in alumni relations and/or fund raising preferred.
- Excellent oral and written communications and interpersonal skills.
- Exceptional strategic and tactical thinker.
- Ability to manage multiple projects and meet deadlines.
- Strong leadership skills, along with a talent for motivating volunteers and others to support alumni projects and events.
- Relationship builder and a team player.
- Ability to work with a diverse population of students and volunteers.

- Proficiency with Microsoft Office and Office 365.
- Ability to travel and work evenings and weekends as needed.
- Experience fundraising in a college setting preferred.
- Valid driver's license is required

Excellent verbal and written communication skills, computer literacy, ability to handle extremely sensitive and confidential matters discreetly, ability to work independently with little supervision, knowledge of budget preparation and knowledge of higher educational policies and procedures.

START DATE: When position is filled.

PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:

<http://jobs.villa.edu>

When you have completed the on-line application process your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be for an interview.

EOE

Internal Posting Deadline: July 15, 2015

External Posting Deadline: Review will begin immediately and will continue until the position is filled.

Updated 7/28/2015