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<b>Job Title</b>	Associate Director of Alumni Relations
<b>PVN ID</b>	QC-2109-004268
<b>Category</b>	Managerial and Professional
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Development
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 13, 2022 (Or Until Filled)

## General Description

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The Associate Director of Alumni Relations will be a key member of the team responsible for developing strategies and opportunities to identify and engage alumni that enhance the student experience, increase pride and awareness of Queens College, and grows support for the Fund for Queens College.

The ideal candidate will be an alumni relations professional who enjoys working in a fast paced, team environment and has experience working in higher education. QC is committed to creating a campus and alumni community that recognizes diversity and intercultural awareness as integral components of excellence. Candidates who can contribute to that goal are encouraged to apply and to identify their strengths in this area.

## Other Duties

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1. Contribute to a department-wide effort of engaging alumni; developing programming and increasing volunteer involvement.
2. Raise the visibility of the alumni network; find opportunities to market the QC Alumni Association (no dues) and expand its benefits.
3. Educate graduating students about the alumni network and expand "Welcome to Alumnihood" traditions.
4. Oversee and assist with the planning, coordination, and execution of alumni engagement events (virtual and in-person) including: reunions. commencement and homecoming; volunteer stewardship events; young alumni events; regional events and other campus events and activities.
5. Manage programming, budgets, and registration processes for alumni engagement events.
6. Assist the Sr. Director of Alumni Relations with the ASK (Alumni Sharing Knowledge) program and other initiatives to engage alumni who support students' success (mentoring/internships).
7. Recruit, train and engage alumni volunteer leaders and class representatives.
8. With the Alumni Engagement Manager, maintain the alumni relations office social media accounts and website with current content, presented in a visually appealing and professional manner.
9. responsible for reporting and office operations related to budgets and updates to the alumni database.

## Qualifications

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### Knowledge, Skills and Abilities:

1. Knowledge of marketing, social media, and event planning in a higher education setting.
2. Excellent organizational skills, presentation skills and communication skills (both oral and written).
3. Excellent interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
4. Strong leadership skills with the ability to be persuasive and influential.
5. Ability to prepare and manage budgets.
6. Willingness to travel; some evening and weekend hours required.
7. Ability to maintain a high-level of professionalism and be sensitive to issues of confidentiality in all circumstances.
8. Ability to work both independently and collaboratively.

A bachelor's degree is required

Minimum of 4 years of experience in alumni relations, fundraising, event management or similar field, preferably in higher education.