



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: PSA  
Date created or revised: 2/22/2023  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Assistant Director of Alumni Relations  
Status: Full-time, 35 hours/week  
Grade: 9  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Director, Alumni Relations

**PRIMARY PURPOSE:**

Under the direction of the Director, Alumni Relations, the Assistant Director of Alumni Relations is responsible for overseeing the planning, organization, marketing, coordination, and evaluation of engagement strategies and events, particularly those related to reunion, young alumni, students and parent programs. This position oversees digital communications, including Alumni Relations web page, email communications and social media platforms.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Oversee the planning, organization, marketing, coordination, and evaluation of engagement strategies and events, particularly those related to reunion, young alumni, students and parent programs.
- Develop, promote, and maintain traditions, new programs, and services designed to generate and maintain alumni interest and support for the college.
- Assist the Director, Alumni Relations regarding all aspects of the Alumni Awards Dinner.
- As a key member of the Homecoming and Family Weekend Committee, collaborate with other committee members to develop, plan, market, coordinate and oversee all general alumni activities that take place during Homecoming and Family Weekend. Coordinate, organize and oversee volunteer participation for the homecoming activities.
- Oversee digital communications, including Alumni Relations web page, newsletter and social media platforms.
- Attend Alumni Association board and committee meetings and assist with board and committee recruitment, meetings and events.

Occasional Job Functions:

- Assist in long range planning functions.
- Engage in the life of the college by participating in campus events (i.e., recognition ceremonies, Commencement, etc.) and committee team work as appropriate that support the ongoing work of college advancement.
- Work with college advancement team members as requested to support division projects and alleviate peak workloads.
- Perform other relevant duties-as assigned by the Director, Alumni Relations.

## **REQUIRED QUALIFICATION STANDARDS:**

### Education:

Bachelor's degree.

### Experience:

- Minimum of three years of event planning and volunteer management/coordination in non-profit, academic, or related environment handling major special events.
- Social media content development.
- Administrative/development experience.
- Managing multiple tasks and projects concurrently.
- Experience managing student, alumni and donor database system.

### Skills, Knowledge and Abilities:

- Ability to develop content for various social media platforms, to include Facebook, Twitter, Instagram and LinkedIn.
- Excellent written and verbal communication skills
- Ability to market the college and alumni association to all constituencies.
- Must be self-motivated, have strong communication skills (both written and oral), excellent organizational abilities and interpersonal skills, and demonstrated supervisory experience.
- Must have proven track record of being team-oriented, and be able to relate to and communicate with a wide variety of constituencies including, but not limited to, management, faculty, volunteer groups, support staff and students.
- Demonstrated ability to use computers, internet, and email and contemporary computer software.
- Demonstrated proficiency in using Microsoft Word, Excel and database system (Knowledge of Blackbaud/Raiser's Edge, a plus)
- Ability to travel to sites where alumni reside or work.
- Ability to work frequent evenings and weekends as needed.
- Ability to work effectively with volunteer groups.

## **PREFERRED:**

- Experience managing special events.
- Bilingual in English / Spanish (fluent in speaking and writing)

## **ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*