SUMMARY OF JOB PURPOSE
The Director of Alumni Relations is responsible for the development and implementation of a comprehensive program of activities designed to strategically inform and engage alumni about activities and opportunities at Philander Smith College in order to cultivate and maintain their involvement with the College.

Also, the Director of Alumni Relations is charged with securing commitments from alumni to provide professional expertise and volunteer service; collaborating with Offices across the campus (including, but not limited to Admissions/Enrollment Management, Student Affairs, and Academic Affairs) to create and maintain pathways for alumni participation that advance the goals of the College; partnering with Office of Institutional Advancement colleagues to identify, cultivate, solicit and steward alumni giving; and serving as a liaison between the National Alumni Association and the College’s leadership.

REQUIRED QUALIFICATIONS
Bachelor’s Degree with a minimum of 5 years of relevant professional experience.

RESPONSIBILITIES
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally; maintain regular communication with alumni through direct contact, email blasts, alumni web pages, social media, and print publications.
- Identify ways to create opportunities to secure commitments from alumni to provide professional expertise and volunteer service as means to bring them to campus for engagement.
- Plan, implement and promote alumni programs that support the Institution’s Long-Range Plans, as well as the fundraising goals of the Office of Institutional Advancement; develop and submit for approval by the VP annual strategic Alumni Relations plans.
- Work closely with Office of Admissions and Enrollment Management to promote alumni involvement in the admissions and recruitment processes; work with the Division of Student Affairs to plan the growth and accessibility of career networking services for students and alumni.
• Raise funds for select special projects and events in collaboration with Development colleagues.
• 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 returns, etc.
• Serve as liaison between the National Alumni Association and the College’s administrative leadership; provide technical support to NAA and local alumni chapters.
• Work with the Office of Public Relations and Marketing to coordinate newsworthy alumni updates and announcements for marketing and publication purposes.
• Serve as an ambassador of the College in the performance of other duties as assigned (i.e. preparation of official resolutions, proclamations, representation at various alumni and community events, etc.).

KNOWLEDGE, SKILLS AND ABILITIES
• Must be an effective communicator (verbal and written communication skills).
• Must have excellent interpersonal skills.
• Must have the ability to work collegially with alumni (locally, nationally and internationally), other campus departments/divisions, staff, students, and the President.
• Must be willing to expand knowledge of position through professional development.
• Must be innovative, adept at multi-tasking and prioritizing needs.
• Must be willing to use existing and emerging technology.
• Flexibility, adaptability and teamwork are essential.
• Positive outlook is required.

HOW to APPLY
Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, resume, and a list of three references to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in Word format. You may also mail your information to:
Philander Smith College
Attn: Office of Human Resources
900 Daisy Bates Drive
Little Rock, AR 72202

NOTE: PLEASE NO PHONE CALLS
Philander Smith College is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.