The Director of Alumni Relations is responsible for planning and implementing programs and activities that engage the College’s 20,000+ alumni with their alma mater in ways that strengthen Muhlenberg and enhance the lives of its students, faculty, staff and graduates. These programs include, but are not limited to, alumni events, the on-line alumni community, regional clubs, career-related initiatives, affinity groups, management of the Alumni Association and its work and on-going alumni communications.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

A. Provides leadership and direction to all aspects of the College’s alumni relations program, including Reunion/Homecoming, volunteer management, regional clubs and events, special interests groups and office administration. Directly involved in the creation and implementation of new and innovative programs.

B. Attends all major alumni events and ensures that the department is properly represented at other related functions. Arranges individual and small group visits with alumni, parents, and friends for various cultivation purposes. It is expected that the Director shall interact extensively with members of the on-campus community, specifically the faculty and key administrative personnel. The Director is expected to be thoroughly familiar with academic and student affairs programs of the College and to share that knowledge with alumni. The Director is expected to be a visible, dynamic member of the Muhlenberg community.

C. Serves as an official representative of the College to the Alumni Association, including the Alumni Board and its officers. Serves as staff liaison to Alumni Board committees and ex officio member of the Alumni Board Executive Committee.

D. Works with various affinity groups, such as Greek organizations, to engage alumni through events and outreach.

E. Provides leadership, direction and oversight of Muhlenberg alumni’s on-line community.

F. Coordinates annual alumni travel programs to destinations around the world, often involving either the President or other key College personnel.

G. Works closely with other campus operations, in particular, Admissions, Career Center, Athletics, academic departments and all departments in the Development Office to coordinate alumni activities. Serves as a resource to staff and others regarding alumni involvement.

H. Serves on the Editorial Committee for the Alumni Magazine, and often provides content for various alumni publications.

I. Manages a complex budget that funds all alumni-related activities and communications provided by the College.

J. Handles sensitive correspondence and maintains a high level of confidentiality.

K. Travels frequently for alumni events and those programs designed to involve alumni and friends of the College in off-campus activities. A significant amount of weekend and evening work both on- and off-campus is expected.

L. Interacts frequently with the President and other senior officers of the College in carrying forth his/her responsibilities.

M. Collaborates with the Vice President on duties related to fundraising initiatives and other special projects as assigned.

N. Works with all Development Office departments on matters related to alumni relations, including information management, and volunteer engagement.

O. Supervises a team of three managers, two staff associates and a presidential assistant.

**QUALIFICATIONS:**

1. A bachelor's degree is required and a Muhlenberg alumnus/alumna is strongly preferred.
2. 3-5 years experience required, preferably in development, alumni relations, or higher education administration.
3. Creativity and superb communication, writing, organizational and human relations skills are required.
4. A working knowledge of the educational community in institutions similar to Muhlenberg is preferred.
5. A valid driver’s license is required.
6. Prior supervisory experience is required.
7. Demonstrated ability to work as a member of a team is essential.
8. Commitment to extensive travel and evening and weekend availability is required.
9. The ability to manage a complex, dynamic program is necessary, as is an understanding of and commitment to Muhlenberg and its alumni body.