

ALUMNI DIRECTOR *

Function of Job:

Under administrative review from a designated administrator to be responsible for planning, developing and directing policies and programs to foster and strengthen the relationship between the institution and its alumni.

Characteristic Duties and Responsibilities:

1. As an officer of the Alumni Association, organize and manage the Alumni Office as a department of the college/university, operating within established USNH policies.
2. Plan, organize and attend functions and programs on behalf of the Alumni Association, including reunions, area meetings and fund drives.
3. Recruit and direct alumni volunteers to assist in scheduling planning and carrying out alumni programs.
4. Act as liaison between the Alumni Association, all alumni and the institution.
5. Be responsible for the maintenance of pertinent alumni data files.
6. Be responsible for mailings of related publications to alumni.
7. Prepare, assist in or arrange for the preparation, editing, and printing of alumni publications, citations and awards.
8. Provide clerical and advisory assistance to the Alumni Association and/or its committees.
9. Maintain direct or indirect contacts with alumni to keep informed of current events requiring action (i.e., achievements deserving recognition, deaths, etc.).
10. Perform budget responsibilities as assigned.
11. Represent institution to outside alumni organizations as well as committees within the System.
12. Supervise, evaluate and assign work to assigned staff.
13. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and three years' experience in a managerial position requiring administrative, budgeting, organizational and supervisory ability.
2. Ability to recruit and work effectively with volunteers of varying ages.
3. Promotional and fund-raising abilities.
4. Excellent communications skills, both oral and written.

Additional Desirable Qualifications:

1. Strong interest in the welfare of the institution and belief in the importance of the Alumni Office function.
2. Familiarity with the organizational structure of the institution as it pertains to specific personnel.
3. Experience gained in the institution being served.
4. Graduation from the institution being served.

4/8/86

System Approval

4/8/86

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 6/21/76, revised 4/8/86.+