

## ALUMNI DIRECTOR – KSC

### **Function of Job:**

Under administrative review from a designated administrator, manage the alumni office; and plan, develop, and direct policies and programs to foster and strengthen the relationship between the institution and its alumni and parent programs.

### **Characteristic Duties and Responsibilities:**

1. Serve as primary institutional representative to Alumni and Parent Associations and Boards of Directors, organize and manage the Alumni Office as a department of the college, operating within established USNH policies.
2. In conjunction with alumni and parent volunteers, plan, develop, and organize alumni and parent functions and programs, including reunions, area meetings, workshops, homecoming/parent weekends, and fund drives; promote and coordinate participation in such programs.
3. Recruit, develop, and direct alumni and parent leaders and other volunteers to assist in developing, marketing, and planning new policies and programs to maintain/increase alumni and parent interest and involvement.
4. Act as liaison between the Alumni and Parent Associations and the institution and maintain communications with alumni and parents to keep informed of current events requiring action (i.e., achievements deserving recognition, deaths, etc.) and interests.
5. Prepare, assist in or arrange for the preparation, editing, and printing of alumni and parent publications, brochures, citations and awards, and their distribution.
6. Meet with alumni and parent volunteers and college personnel concerning participation in various activities, events, and functions, serve on committees as assigned, and speak at alumni and parent functions.
7. Develop and manage departmental budget.
8. Supervise, evaluate and assign work to assigned staff.
9. 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.
5. Computer skills as required by department.

### **Additional Desirable Qualifications:**

1. Graduation from institution being served.
2. Experience working with volunteers.
3. Work experience gained in the institution being served.

10/27/05  
System Approval

10/27/05  
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.**