

Job Description

Position Title:	Alumni Director		
Business Unit:	Advancement	Status:	Full-Time exempt
Reporting to:		Salary Range:	

Background:	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> Inspiring knowledge, faith, and service through Christ-centered education.</p> <p><u>Values Statement</u> Southwestern Adventist University values</p> <ul style="list-style-type: none"> ▪ Integration of a Seventh-day Adventist worldview into daily life ▪ Education that enriches life and promotes achievement ▪ Interaction that affirms faith, integrity, and humanity ▪ Responsibility for ourselves, our neighbors, and our world ▪ Service as ministry for Christ
Position:	<p>The Alumni Director is responsible for developing and executing a strategy to increase alumni participation and engagement through strong communication, personal interaction, volunteer recruitment, organization of reunions, fundraising, and other strategic events.</p>



Responsibilities:

Duties & Responsibilities

- Manages the Alumni Board.
- Serves as an alumni liaison or committee member as assigned on University Committees.
- Represent the University at related gatherings and functions as needed.
- Identifies and recruits volunteer leadership for the Alumni Board, Hopps Museum & Welcome Center, and any other need and/or event as identified.
- Manages and creates networking opportunities for transitioning students and young alumni.
- Build rapport with, and initiate contact with various individuals and groups bringing awareness to University Alumni and their presence in the community.

Alumni Events

In an effort to increase engagement, the University hosts events throughout the year on campus and throughout the community. The expectations of the Alumni Director are as follows:

- Direct, plan, and execute the Universities annual Homecoming weekend. Coordinating this with other sister University events across the North American Division to ensure maximum alumni attendance and participation is achieved.
- Actively participate in the planning of convocation, colloquium, and graduation ensuring there is appropriate alumni participation and representation wherever needed.
- Actively participate in the planning and execution of other University hosted events, ensuring there is appropriate alumni participation and representation.

Alumni Fundraising

- This role is responsible for actively identifying potential donors and works with other members of the advancement team to cultivate, solicit, and steward alumni donors.
- Ensures maintenance of accurate and complete alumni database
- Leads class reunion fundraising efforts
- Ensures alumni are kept up-to-date on all University fundraising initiatives and progress

Other Duties and Responsibilities as identified

<p>Requirements:</p>	<p><u>Primary Requirement</u></p> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> ▪ Bachelor’s degree required ▪ Ability to travel wherever and whenever needed ▪ Previous work experience in special events coordination, public relations, fundraising is preferred. ▪ Commitment to higher education and cultural diversity ▪ The ability to manage and lead projects ▪ Working knowledge and experience in budget management ▪ Ability to work independently as well as establish and maintain harmonious relationships with a diverse constituency. ▪ Strong interpersonal, written and verbal communication skills
<p>Work Conditions & Environment:</p>	<p>Job Conditions: Occasional: Working more than 40 hours/week, Computer use, Fast-paced work, Unscheduled interruptions and speaking, reading, and understanding English.</p> <p>Environment: Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel or camping) and Noise/Vibrations.</p>
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	