DIRECTOR OF ALUMNI ENGAGEMENT

JOB SUMMARY/OBJECTIVE

The Director of Alumni Engagement at the University of the Ozarks is a fund-raising position as well as encompassing the role of being one of the liaisons of the University with the alumni. The Director of Alumni Engagement reports to the Vice President for Advancement & Alumni Engagement. The Director of Alumni Engagement strategically involves the President, VP for Advancement as well as other key University officers in connecting with alumni and philanthropic opportunities.

RESPONSIBILITIES

- Develop annual goals that are in concert with the University's Development Staff for fund raising and evaluation of annual goal attainment.
- Solicit gifts and formal gift commitments for which the purpose of the gifts supports the mission and strategic initiatives of the University and do not pose a risk to the well-being of the University.
- Manage a portfolio of annual fund personal solicitations with a goal of upgrading donors to higher levels of annual giving.
- In concert with President of the Alumni Association and administration of the University, develop an annual schedule of Association meetings, board meetings and committee meetings that will support the work of the association; assist with the development of agendas and other materials needed for these meetings in a timely and efficient manner; disseminate materials in an appropriate and efficient manner.
- Maintain current and permanent records for the Alumni Association Board of Directors that will reflect the work of the Association and the Board.
- Plan, organize, and prepare the Homecoming events for the Alumni Engagement Office, working directly with Marketing, Student Life and those who are involved with planning.
- Manage budget for the Alumni Office and Alumni Board of Directors.
- In coordination with Marketing, develop alumni content for email, newsletters, digital communications, website and social media that re timely and consistent with the University's brand, mission and priorities.
- Plan, organize, and prepare regional events that will help bring alumni together and connect to the University.
- Plan, organize and implement events for the senior class in connection with graduation.
- Maintain electronic files related to alumni relations. Gather data on alumni and friends through various means and include it in alumni files.
- Work with Director of Career Services and Director of Walton Scholars Program to maintain the Walton International Scholars Program alumni tracker.
- Possess personal work habits that include judgment, initiative, organization and time management, communication, reliability, positive work relations with others, knowledge of University policies and procedures; adaptability and flexibility and attendance.
- Perform other duties as assigned.

SKILLS AND ABILITIES

- Experience working with CRMAdvance, Raiser's Edge, Microsoft Office Word Pro, Excel, and PowerPoint.
- Excellent organizational ability, high level of accuracy, attention to detail.
- Effective communication skills.
- Able to prioritize and manage multiple tasks simultaneously.
- Enjoy working with college students.
- Travel is required, as is evening and weekend work as necessary.

QUALIFICATIONS

- Bachelor's degree required.
- Minimum of three years of development, external relations or relevant experience required.
- High level of project management and organizational skills required.
- Experience working with capital campaigns.
- Experience building relationships based on trust and respect.
- Knowledge of cultivation, solicitation and stewardship strategies/ techniques related to fundraising.

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

APPLICATION PROCEDURES

Send a letter of interest, résumé, and three to five professional references to HumanResources@ozarks.edu

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about the University of the Ozarks, visit www.ozarks.edu.