



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

Director of Alumni Relations

Position Summary: The **Director of Alumni Relations** provides leadership and direction to the College's alumni relations and programs. In consultation with the Vice President of Institutional Advancement, Development and Annual Giving, the Director develops, plans, and implements programs, activities, and events that engage alumni to strengthen their connection to Tougaloo College as part of the College's strategic goals and objectives. Plan and manage a alumni outreach program that fosters a high level of alumni participation and programming to ensure alumni engagement. Serve as a liaison and provide support to the Tougaloo College National Alumni Association. His/Her work style should demonstrate enthusiasm, confidence, professionalism, and excellent people skills and possess excellent writing skills, strong interpersonal communication skills and a comfort level with public speaking and presentations. Attend alumni functions and meetings on evenings and on weekends.

Duties:

- Develop a strategic plan for attending regional events, meetings, fundraisers and other involving visits of the President, Vice Presidents, Deans, College staff, administrators, and faculty.
- Work closely with leadership, staff and other team members to execute alumni programs.
- Assist with planning of signature, college-wide events where alumni groups have a role.
- Provide coordination and administrative support to the Gold and Silver Classes, Class Agents and other reunion classes to support annual giving to the College, in addition to support in preparation for Commencement, Founders' Week, and other annual events.
- Serve as a liaison and provide support to the Tougaloo College National Alumni Association; assist Alumni Association with organization and building leadership in regional areas and assist alumni in implementing regional gatherings; work with the National Alumni Association to provide education on expectations of volunteer roles and identifying, recruiting, training, and managing alumni volunteers.
- Serve as the advisor to the Pre-Alumni Council and support coordination of Council activities and connections with the Tougaloo College National Alumni Association.
- Collaborate with both internal department members and broader College partners to identify and integrate resources in order to accomplish strategic goals and objectives.
- Plan and manage a national alumni outreach program that fosters a high level of alumni participation and programming to ensure alumni engagement
- Work with Advancement Services to update alumni information and identify alumni prospects.
- Work closely with Annual Fund and Development teams to identify prospects and aid in the cultivation/solicitation process.
- Create and distribute presentations for alumni and internal College staff on the programs and services of the Alumni Association.
- Work with students to incorporate connections and build the pipeline for a smooth transition to alumni status post-graduation.

- Maintain regular communications with alumni through personal visits, telephone calls, e-mails, and correspondence.
- Provide education on the role of alumni as related to Tougaloo's vision
- Be available to alumni, friends of the university, parents, donors, and officials to discuss any facet of the College.
- Attend alumni functions and meetings on evenings and on weekends.
- Represent the College in the community.
- Share information about alumni events for inclusion in the monthly e-newsletter.
- Coordinate the hiring, training, and supervising of employees.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Bachelor's degree and at least five years of experience in alumni relations, development, public relations, volunteer management, or related field.
- Outstanding creative writing experience and strong interpersonal communication skills.
- Excellent oral and written communication skills and comfort level with public speaking and presentations.
- Proven success in developing programs and events
- Ability to interact in a diplomatic, service oriented, professional manner with the College community.
- Excellent problem-solving skills, ability to work well under pressure, and meet deadlines.
- Ability to interact with corporate executives and key academic administrators in a professional manner.
- Experience and proficiency in Microsoft Office and databases.
- Energetic team-player who works well in a group setting including building and managing relationships in a complex work environment.
- Strong project management and organizational skills with a demonstrated ability to handle and prioritize multiple projects simultaneously.
- Effective time management skills.
- Extensive background in social media and digital platforms preferred.
- Ability to work as part of a team with both professional staff members and volunteers.

Date of Position Opening: August 2023

Application Deadline: Until position filled

Job Listings: <https://www.tougaloo.edu/about-tougaloo-college/jobs>

Email App/Resume/Cover Letter to: TougalooCareers@tougaloo.edu

Physical Address:
 Tougaloo College
 Attention: Director of Human Resources
 500 West County Line Road
 Tougaloo, MS 39174

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER