

# FHSU FOUNDATION JOB DESCRIPTION

Employee Name: NAME

Position Title	Division	Reports to
Alumni Director	Development	President/CEO
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt/Hourly <input checked="" type="checkbox"/> Exempt/Salaried	TBD

*Special Notes: Location is fully on-site at the Robbins Center.*

## POSITION SUMMARY

The Alumni Director develops, manages, and executes alumni engagement programs and services in coordination with Foundation and Alumni staff within an Advancement model, and monitors budgets for alumni programs within the Development Division. This position provides overall direction and management of alumni programs and activities with institution-wide scope, in consultation with members of the Foundation Leadership Team and under the direction of the Foundation President/CEO. The Alumni Director manages the Alumni Board of Ambassador activity and functionality and works to foster and strengthen the relationship between the university and alumni. This position is the face of FHSU to local and national alumni. The position requires daily interaction with a variety of internal and external contacts in a multi-channel environment, including a portfolio of alumni to ensure future engagement.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Provides direction for, and execution of, alumni engagement programs, events, activities, and services, in consultation with the Foundation Leadership Team and under the direction of the Foundation President/CEO. Works with peers to ensure the details of these responsibilities are coordinated and completed effectively and efficiently.
- Manages and oversees alumni awards programs and advisory committees.
- Leads, coordinates, and monitors Alumni Board of Ambassador activities, including but not limited to, meetings, implementation of practices, correspondence, and awards and recognition programs. Recruits leaders to participate on alumni committees and oversees relationships with advisory board and advisory committee members.
- Builds relationships externally to support FHSU and overall alumni engagement. Acts as a community advocate and ambassador for the University and the Foundation.
- Evaluates and monitors effectiveness of programs/services and identifies problems, recommends improvements, and institutes changes.
- Drives continued innovation in alumni engagement by researching and implementing new strategies and program formats that resonate with diverse alumni audiences. Ensures that events and initiatives remain fresh, relevant, and impactful by regularly incorporating new ideas and feedback into program planning.

- Manages one to one relationships through an engagement portfolio of current and past Alumni Board members, Wooster Society members, and annual donors. Reaching out via phone or meeting in person at least twice annually.
- Engages and cultivates alumni relationships to build a pipeline for the Foundation's annual giving program. Plays a key role in fostering long-term relationships that contribute to sustained annual giving growth and overall advancement goals.
- Regularly travels to established alumni events, meetings, and outreach initiatives to work and engage alumni in key regional and national markets in order to strengthen alumni relations and foster a sense of community among graduates.
- Serves as a resource to alumni and others regarding Alumni and University programs, history, connections of alums, and other activities.
- Performs necessary administrative functions such as record keeping, reports, correspondence, program budget oversight and contractual arrangements, as necessary.
- Represents the Alumni Office of the Foundation on University committees as needed as part of an Advancement Model.
- Provides excellent customer service to alumni and friends. Assist advancement staff at special events and meetings, as needed.
- Performs any other related duties as required or assigned.

#### **MINIMUM QUALIFICATIONS**

- Education – Bachelor's degree required.
- Experience – Two years of professional experience related to community relations, alumni affairs, university admissions, or development is required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to multi-task, organize, manage time, prioritize, and complete various work tasks with a high level of detail and accuracy.
- Ability to recognize deficiencies in a process and work to correct those deficiencies and improve workflow.
- Ability to follow through, meet project needs, and deliver results.
- Ability to problem-solve through critical thinking and utilization of independent decision-making.
- Requires the exercise of sound, professional judgment in working with staff, students, alumni, and general contacts.
- Strong written and verbal communication skills, and a customer-service-oriented attitude. Proficient with public speaking at events and civic engagements.
- Excellent interpersonal skills and the ability to deliver outstanding customer service to both internal and external audiences with the ability to work independently and within a team environment.
- Highly skilled in project management. Requires a strong work ethic, high productivity, strong time management skills, the ability to work under pressure, and action-oriented abilities.
- Must be task and relationship-oriented, self-motivated, and committed to the Foundation's mission and success.
- Ability to cultivate and sustain relationships with diverse audiences.

- Knowledge of, and involvement in, the FHSU community, its disciplines, and relationships.
- Creative and strategic-thinking abilities.
- Hardworking, driven, adaptable, self-motivated, goal oriented; ability to see the big picture, collaborate and reprioritize work accordingly.
- Understanding and practice of strict confidentiality is essential.
- Proficient in general office technology (hardware and software), including, but not limited to Microsoft Office Suite, computers and laptops, printers and scanners, telephones, projectors and screens, audio and video conferencing equipment, internet services, CRM software, time tracking and schedule managing software, cloud-based storage and backup systems.
- Viewed as an important member of a spirited and dedicated team; conduct demeanor professionally in all aspects of language, attitude, appearance, and organization.
- Passionate about Fort Hays State University, and the mission of the FHSU Foundation and Alumni Office.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk, hear, use hands or fingers with repetitive motion, handle or feel objects, tools or controls, stand, walk, sit for long periods, reach with hands and arms, and balance. The employee may occasionally be required to kneel, crouch, push, stoop, or pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus and repetitively stare at tech screens for long periods of time. The noise level in the work environment is usually moderate.

A valid motor vehicle operator's license and acceptable driving record is required. Travel to events or professional development opportunities will be required. All offers of employment, and continued employment, are contingent upon a satisfactory background check, including but not limited to criminal, driving records, employment verification, education verification, etc. The FHSU Foundation is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations, as applicable.

### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.