



AMERICAN INDIAN GRADUATE CENTER

POSITION CLASSIFICATION AND DESCRIPTION

POSITION TITLE: Alumni Engagement Manger
CLASSIFICATION: Exempt
DEPARTMENT: Development
SUPERVISOR: Director of Strategic Partnerships
GRADE: E

Position Summary:

Under direct supervision of the Director Strategic Partnerships the Alumni Engagement Manager will participate in alumni engagement efforts to ensure that AIGC builds on our existing alumni network and strengthens it to fulfill the organizational mission. The Alumni Engagement Manager will be responsible for developing strategies to both recapture current alumni audiences and build relationships with new and up and coming AIGC alumni constituents.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive

Essential Duties and Responsibilities

- Manage and oversight of development team members, as designated by Director of Strategic Partnerships, by communicating job expectations; planning, monitoring, and appraising job results; coaching and counseling; coordinating, and enforcing systems, policies, and procedures.
- Develop and implement strategies to build and maintain AIGC's Alumni Engagement Program.
- Identifies and implements new opportunities for Alumni engagement to increase efficiency.
- Identifies and engages alumni as participants in the alumni program.
- Collaborates with program staff to engage alumni through multiple channels.
- Identifies, cultivates, and stewards alumni volunteers. Coordinates and trains volunteers who work on events, projects and programs.
- Oversees the Alumni Advisory Council and identifies and recruits potential council members.
- Coordinates with the internal research to team to conduct annual alumni survey.
- Works with the Marketing team to create mass communications to alumni.
- Oversees the planning of the annual student and alumni convening.
- Identifies, cultivates, solicits and stewards alumni donors and prospects, through visits and other forms of direct personal contact, in accordance with performance targets set by the Director of Strategic Partnerships.
- Participates in the development, implementation and evaluation of the organization's annual fundraising campaigns, including other general giving and special fundraising activities.
- Supports initiatives, within annual giving and alumni relation's areas, from initial planning and coordination stages to implementation and follow through. Participates in the success of these activities.
- Assists in planning and implementation of events, as assigned, including invitation production, mailings, RSVP lists, event coordination and personal support of the event(s).
- Writes, proofs and edits correspondence and materials, for development. Drafts solicitation proposals, reports, letters, and other correspondence.
- Assists in maintaining alumni databases and files, including updating alumni contact information and oversees the import of alumni contact into alumni database from student database.

- Develop outreach strategies to attract and contact potential institutional partners in need of qualified Native interns and graduates to meet their hiring needs.
- Assists with special events, sponsor and exhibitor relations. Solicits and organizes silent auction donations and activities.
- Track key relationship activity and progress. Create reports as required by management that accurately reflect progress toward strengthening relationships and increasing alumni support.
- Maintains strict student confidentiality and compliance with the Family Education Right to Privacy Act.
- Embodies AIGC Core Values and promotes the AIGC organization, staff and programs, in a positive and professional manner.
- Contributes to a team effort and accomplished related results.
- Perform other duties as required.

Minimum Qualifications:

Master's Degree in related field preferred, Bachelor's Degree required, plus five years experience in fundraising, higher education or other experience that demonstrates tenacity, creativity, follow-through, and strong relationship-building skills; or equivalent combination of education and experience.
Valid Driver's License required. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

Knowledge, Abilities, Skills and Certifications:

- Knowledge of American Indian History, culture and tribes.
- Knowledge of modern office practices, procedures and equipment
- A commitment to the mission and goals of the American Indian Graduate Center in providing scholarship funding and support services to Native students.
- Knowledge of business English, proper spelling, grammar, punctuation and basic arithmetic.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to follow oral and written instruction.
- Ability to handle multiple tasks and meet deadlines.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with coworkers at all levels.
- Ability analyze progress and make necessary adjustments throughout the cultivation process.
- Ability to make solid decisions and exercise independent judgment.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to demonstrate excellence in everything and continually seek improvement in results.
- Comfortable and confident engaging at the highest levels, and adept at influencing opinion and securing commitments.
- Superior skills in building relationships and comfort in asking donors to commit their money, time, and/or energy to a shared vision.
- Excellent oral and written communication and presentation skills. Demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece. Experience in grant writing and business proposals.
- Ability to discuss the role of education in promoting social justice and economic opportunity.
- Ability to communicate effectively and respectfully on the phone, via email/text and in person with donors, board members, volunteers, colleagues, and the general public.
- Proficiency with office technology and information systems.
- High ethical standards, strict adherence to donor confidentiality, and genuine interest in developing authentic relationships.
- Persuasiveness and perseverance in attaining goals.
- Skills in operating business computers and office machines, including various software applications, specifically Word, Excel, Access, presentation software (such as PowerPoint).

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee frequently is required to walk. The employee, occasionally, is required to stand, stoop, kneel, crouch or crawl. The employee must, occasionally, lift and/or move up to 40 pounds.

Work Environment:

Work is generally performed in an office setting, with a moderate noise level. Extended hours and irregular shifts may be required. Tight time constraints and multiple demands are common. Travel will be required for training, meetings, conferences, presentations, and other events.