

Job Vacancy Notice

Job Title: Alumni Relations Manager

Job ID: 18461

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Reporting directly to the Development Director at Hostos Community College, the Alumni Relations Manager will perform the following, but not limited to, additional duties:

- Manages College's alumni relations program and promotes an active and engaged alumni base.
- Develops, implements and maintains comprehensive alumni relations program; makes recommendations to improve department policies and procedures.
- Participates in developing strategy; oversees programmatic and administrative activities to increase alumni engagement.
- Plans and manages College alumni fundraising initiatives and operations.
- Prepares reports and presentations evaluating outcomes of department events and activities.
- Supervises office operations and administers department and/or events budget.
- Cultivates and maintains relationships with alumni donors and volunteers.
- Works collaboratively with other areas of the College to promote and improve alumni participation.
- May supervise professional and clerical staff.

QUALIFICATIONS

Bachelor's Degree and six years' related experience required.

The following qualifications are preferred:

- Experience with Alumni Giving and building an Alumni database within a Community College
- Managerial experience in a higher education environment
- Experience with Raiser's Edge
- Excellent organizational, communicational, analytical and negotiation skills
- Familiarity with the fundamentals of fundraising
- Familiarity with the Bronx Community and Hostos Community College student body
- Bilingual skills in Spanish
- Availability to work evening and weekend hours when required

CUNY TITLE OVERVIEW

Manages College's alumni relations activities and promotes an active and engaged alumni base.

- Implements and monitors comprehensive alumni relations program; makes recommendations to improve department policies and procedures
- Participates in developing strategy; oversees programmatic and administrative support to increase involvement among alumni
- Develops and manages an annual schedule of reunion events and other alumni activities; oversees alumni communications
- Works collaboratively with other areas of the College to promote and improve alumni participation
- Prepares reports and presentations evaluating outcomes of department events and activities
- Cultivates and maintains relationships with alumni donors and volunteers
- Supervises office operations; administers department and/or events budget(s)
- May manage professional and/or clerical staff
- Performs related duties as assigned.

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CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

\$71,723 - \$81,855; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

CLOSING DATE

Open until filled with review of applications to begin April 13, 2018.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.
