



**Position Title:** Director of Alumni Engagement

**Supervisor:** Executive Director

**Classification:** Administrative, exempt, full-time

Join a dynamic team at the Kutztown University Foundation (KUF) as we celebrate the completion of our first comprehensive campaign, [Together, We're Golden](#), and begin to shape our next campaign.

The right candidate will be a self-starter ready to roll up their sleeves to help lay the groundwork for our next campaign.

We offer competitive compensation and benefits, as well as the opportunity to make transformational changes for tomorrow's leaders. Learn more about the organization and team at [www.kuf.org](http://www.kuf.org).

The Director of Alumni Engagement will focus on strategic vision, leadership, and implementation of an engaging, innovative and creative alumni engagement program. The Director will align alumni engagement with development efforts to strengthen and further develop a culture of philanthropy among KU's alumni, students, and community. The Director will work with a team of professionals to create and launch an integrated communications cycle with the goal of building affinity among alumni and with the University and increasing philanthropic and activity-based support for KU. Ensuring strong and productive relationships between alumni and the Foundation, students, and leadership of the University is a key role of the Director.

**Duties and Responsibilities:**

- Plan, execute, and oversee a vibrant array of programming with the intent to engage alumni of varied affinities, populations, and interests
- Collaboratively develop an annual work plan, including the overall communications calendar and a focus on efforts that strategically prioritize and support the comprehensive campaign, as well as the goals of all fundraising initiatives
- Work to identify, cultivate, and support the growth of volunteer leaders, including the Kutztown University Foundation Alumni Council, key affinity groups, reunion classes, and others
- Plan, implement and promote alumni programming and volunteer structures benchmarked against best practices
- Promote stronger ties between current students and alumni through the expansion of student philanthropy/engagement activities
- Establish and build relationships with alumni who work and live locally, regionally, nationally, and internationally; maintain and track the outcomes of regular communication with alumni
- Collaborate with colleagues within the Foundation and the University to create and maintain pathways for alumni participation that advance the goals of the Foundation and the University
- Implement impact-based analysis in determining the optimum selection of alumni events, activities, and outreach required to support the campaign and maximize the fundraising impact of the alumni engagement office

- Provide analysis and information of complex results or activities, making recommendations for changes or development of new initiatives as required
- Identify, cultivate, solicit, and steward alumni giving
- In coordination with Advancement Services and the Business Office, oversee and monitor financial decisions, including setting and monitoring the annual program budget
- Supervises the Associate Director of Alumni Engagement
- Other duties as assigned

**Qualifications:**

- Bachelor's degree
- 5-7+ years of experience in a comparable position, with a preference for experience in alumni engagement and/or fundraising
- Strong organizational and project management skills with the established ability to navigate a fast-paced environment featuring multiple assignments and quickly changing priorities
- Demonstrate the ability to meet deadlines and manage several projects simultaneously
- Possesses outstanding interpersonal, verbal, and written communication skills
- Demonstrated creativity and strategic thinking, with the ability to take initiative
- Thorough knowledge of standard desktop software applications such as Microsoft Word, Excel, PowerPoint, etc.
- Ability to learn and utilize software such as Blackbaud Raiser's Edge NXT and preferred web-based engagement platforms
- Engenders a collegial team environment
- An understanding of the relationship between an institutionally-related foundation and its university is helpful
- Understanding and ability to relate comfortably to donors, alumni, parents, and volunteers, as well as to faculty/staff members, administrators, and other staff of diverse backgrounds
- Ability to handle sensitive and confidential information
- Night and weekend work required
- Ability to travel

Please submit cover letter, resume, and salary requirements by **Friday, August 30**, to:

Kutztown University Foundation  
 P.O. Box 151  
 Kutztown, PA 19530  
[employment@kuf.org](mailto:employment@kuf.org)