



Position title: Associate Director of Alumni Relations

Supervisor(s): Director of Alumni Relations

Classification: Exempt, full-time

Reporting to the Director of Alumni Relations, this position will direct the administration of all volunteer and diversity, equity and inclusion-based programs. The Associate Director of Alumni Relations will oversee the management of the volunteer pipeline through the creation of a variety of volunteer opportunities, as well as vibrant programming designed to include all Kutztown University populations and cultures.

This position works with the Director of Alumni Relations as part of a comprehensive alumni relations team dedicated to building a culture of philanthropy and lifelong commitment to Kutztown University.

We offer competitive compensation and benefits, as well as the opportunity to make transformational change for tomorrow's leaders. Learn more about the organization and team at www.kuf.org.

Duties & Responsibilities:

Volunteer Programming

- Plan, execute and oversee volunteer programming with the intent to engage alumni through opportunities for them to share their time and talents back to Kutztown University
- Establish a systematic and ongoing approach to identify and prioritize volunteer leadership opportunities
- Work closely with development to establish a systematic and ongoing approach to identify and evaluate alumni volunteers
- Develop a volunteer training program
- Use quantitative and qualitative metrics to define and measure program success
- Build micro-volunteer opportunities
- Support alumni staff in the Kutztown University mentoring program by aiding in the cultivation of volunteer mentors
- Develop alumni admissions ambassador program in partnership with the Kutztown University admissions office and young alumni engagement initiatives

Diversity, Equity and Inclusion

- Plan, execute, and oversee diverse programming and volunteer opportunities to engage groups including, but not limited to, Black alumni, Latinx alumni, Asian alumni, alumnae, and LGBTQ+ communities
- Establish and oversee diverse alumni affinity groups
- Work with on-campus partners to support and promote programming across campus and to alumni Connect relevant student groups with alumni groups

Alumni Council

- Serve as liaison to the Alumni Council recruitment committee
- Build relationship with the Kutztown University admissions office to create opportunities for alumni to support admissions efforts
Coordinate with the Alumni Council on implementing an alumni admissions ambassador program

Other

- Other duties as assigned

Skills, Professional Background and Abilities Required:

- Bachelor's Degree required, Masters preferred
- 3-5 years' experience in alumni relations
- Strong organizational, leadership and teamwork skills
- Experience in the Raiser's Edge is preferred
- Ability to complete projects independently and with minimal supervision, while working as part of a comprehensive engagement and fundraising team dedicated to building a culture of philanthropy are requirements of this position
- Excellent oral and written communications skills
- Ability to communicate effectively with a wide range of individuals in a challenging environment
- Thorough knowledge of standard desktop software applications such as Microsoft Word, Excel, PowerPoint, Zoom, etc.

In addition, candidates should have:

1. Ability to relate comfortably to alumni, parents and volunteers, as well as to faculty/staff members, administrators, students and other staff
2. Demonstrate the ability to meet deadlines and manage several projects simultaneously
3. An understanding of Kutztown University and the Kutztown University Foundation missions
4. Understanding of working with diverse alumni populations

Night and weekend work are required.

Please submit cover letter, resume, and salary requirements by Monday, May 3rd to:

Kutztown University Foundation
PO Box 151
Kutztown, PA 19530
hr@kuf.org