MIT | Human Resources

MIT Position Description

Job Title: Alumni Relations Officer 2	**Position Title:** Assistant Director, Alumni Experience
Reports to: Associate Director, Alumni Events and Experience	**% Effort or Wkly Hrs:** 40 hours
Department: Office of External Relations, Alumni Experience	**Prepared by:** Lauren Wojtkun
Date: January, 2020	

Position Overview:

The Assistant Director of Alumni Experience is an intergral part of the Alumni Experience team. They will collaborate with the Associate Director of Alumni Experience to develop engagement strategies and provide class officer and volunteer support for classes that are 10-60 years out from graduation by managing reunions and mini-reunions, and working closely with class volunteers to build community, encourage reunion giving, and increase class communications. The person in this role will be responsible for Reunion volunteer management and strategy, implementing new processes for recruitment, training, support, and collaboration. They will collaborate with the Sloan Annual Fund team to realize the annual Reunion fundraising goals. They will work with the Associate Director to initiate and propose strategy for alumni engagement through volunteerism and events, envisioning and executing in support of the mission of the MIT Sloan School of Management and in alignment with the strategy of the Office of External Relations.

Principal Duties and Responsibilities (Essential Functions**):

- Reunion volunteer management and strategy, including management of reunion volunteers and leading volunteer liaisons through recruitment, training, activation, and support. As a committee manager, this includes providing support for reunion classes for the duration of the year, being their liaison to External Relations and the school, sharing information, drafting class communications, assisting with class-specific event planning, supporting fundraising efforts, and helping increase engagement for the class.

- Support alumni classes 10-60 years out from graduation. Participate in strategizing with class volunteers to develop annual communication and engagement plans, including reunion giving, email campaigns, and mini-reunions or virtual reunions. Participate in officer meetings virtually or in person, conduct individual visits to assist with training or volunteer recruitment, create and run committee trainings, and represent the Institute at events.

- Collaborate with Sloan Annual Fund colleagues to promote class fundraising goals and train volunteers on solicitation and giving requirements.

- Manage the 10th, 15th, 20th, 25th, 30th, 35th, 40th, 45th, 50th, 55th, and 60th reunion committees. Recommend and assist with the recruitment of reunion chairperson and volunteers, train and provide ongoing support for volunteers, and help to develop and manage class budgets.

Encourage reunion attendance, giving, and engagement through reunion marketing campaigns. Serve as liaison between reunion committees and the Alumni Events and Experience team.

- Collaborate with the Associate Director to provide support to 12-15 Reunion volunteer committees throughout the year, including preparing materials, analyzing data, scheduling and participating in committee calls, drafting communications, creating reporting systems to generate volunteer-centric data and information, etc.
- Leverage iModules Encompass platform, and train and motivate volunteers to utilize product. Leverage social media platforms such as LinkedIn, Facebook, Google Plus and others as needed.
- Collaborate with colleagues to integrate reunion volunteer objectives into Alumni Experience activities and to develop new alumni initiatives, including recommending alumni for alumni boards and awards and assisting in Annual Fund initiatives as appropriate.
- Collaborate with Sloan Alumni Board to engage Board members in Reunion initiatives.

Supervision Received:

- Reports to the Associate Director, Alumni Experience and Events

Supervision Exercised:

- N/A

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- A Bachelor's degree required.
- Minimum of 3 years' experience in alumni relations, annual fund, marketing, public relations, or events planning in a higher education or non-profit setting required.
- Candidates must be comfortable with MBA alumni volunteers and donors.
- Incumbent must demonstrate excellent interpersonal and communication skills and able to develop trusted partnerships with staff.
- Experience working vendors, senior staff, and administration a must.
- Required technical skills include proficiency with alumni databases, and PC standard applications including Microsoft Word, Excel, Publisher and PowerPoint.
- Have the ability to set goals and priorities in a fast-paced, demanding environment.
- Candidate must possess initiative and be detail-oriented.
- Some weekend and travel may be required.

PREFERRED EDUCATION AND EXPERIENCE:

- Experience in a university or a professional school is preferred.
- Volunteer management and training experience is preferred.

Add MIT Sloan Competencies

- Influences others by gaining commitment, buy-in, and support
- Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches

- Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
- Is self-directed and proactive while advancing work and achieving results

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.