

MIT Job Description

Job Title: Associate Director, Resource Development	Position Title: Associate Director, Alumni Relations
Reports to: Director, Alumni Relations	% Effort or Wkly Hrs: 100%
Department: OER	[REDACTED]
Date: 9/10/18	[REDACTED]

Position Overview:

The Associate Director for Alumni Relations is responsible for leading broad-based strategies to develop, manage, and execute volunteer and programmatic opportunities for alumni and students. Reporting to the Director of Alumni Relations, s/he will develop programming based on research on our peer schools, data collection, alumni input and testing. The Associate Director will oversee student engagement with alumni through clubs, conferences and treks and the Student-Alumni Development Committee. S/he will manage a group of volunteers in Reunion years as well as MIT Sloan Club leaders. Additionally, the Associate Director will liaise with the Alumni Board to provide information, input and support for their projects on our behalf.

The Associate Director will develop strong relationships within External Relations, across MIT Sloan, and the Institute, and within both the student and alumni communities to allow for strong partnerships, collaboration, innovation, and communication to drive an increase in volunteers, alumni engagement, and philanthropic giving.

Some travel, evening and weekend work is required.

Principal Duties and Responsibilities (Essential Functions):**

Program Development and Innovation – 60%:

- **Student-Alumni Engagement:** The Associate Director is responsible for strategically planning and executing alumni relations engagement opportunities within the student lifecycle including the management of the Student Alumni Development Committee (SADC) and liaising with all MIT Sloan student-facing offices. Additionally, the Associate Director will create and execute a strategy to incorporate alumni and alumni education into the entire student lifecycle including but not limited to orientation, reorientation, student clubs and conferences, treks and study tours. The associate director will also plan and execute programming which will orient graduating students to becoming engaged alumni.
- **Reunion Engagement:** The Associate Director is responsible for engaging alumni in reunion years to foster meaningful connections in planning, connecting with classmates, encouraging participation in reunion events and in reunion year philanthropy.
- **MIT Sloan Clubs & Regional Reps:** The Associate Director will manage the MIT Sloan Club and Regional Rep volunteers to ensure that leaders and alumni are experiencing meaningful engagement through and with club events, programs and activities.

Planning and Management Expertise - 20%:

- Collaborate with External Relations colleagues to provide meaningful engagement opportunities for all alumni and donors.
- Collect data on the effectiveness of alumni engagement activities and provide recommendations.

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- Manage, collect and analyze alumni data to create relevant reports and recommendations.

Volunteer Management and Alumni Relationship Building – 20%:

- Work with the Alumni Board to ensure project alignment with OER, collaborate and give input to the board on their projects, and provide support to members offer a highly rewarding experience.
- Manage a portfolio of alumni volunteers to maximize their potential, offer a positive and impactful experience that leads to satisfaction and philanthropy to the school and cultivate new volunteers as well.
- Represent Alumni Relations as appropriate at events hosted by alumni or alumni clubs and work in partnership with colleagues on events for alumni.

Other duties as assigned.

Supervision Received: This position reports to the Director of Alumni Relations

Supervision Exercised: None

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- A Bachelor's degree and 5 years' experience required, a Master's degree is preferred
- Volunteer Management/Alumni Relations experience from a university or non-profit organization is required
- Experience recruiting and managing student and alumni volunteers preferred
- Candidate must have a strong understanding of the nature of alumni-based or engagement-based programming
- Candidate must have knowledge of alumni databases (Advance preferred) and must be proficient in PC standard applications including Microsoft Word, Excel, and PowerPoint.
- Candidate must:
 - be a self-starter, possess initiative, and be detail-oriented
 - have excellent interpersonal and communication skills
 - be able to work with alumni from all over the world
 - possess strong project management and presentation skills as well as superior customer service skills
 - possess the ability to set goals and priorities in a fast-paced, demanding environment, and be comfortable in a position that has a certain level of ambiguity
 - be able to build new programs, be innovative, creative, driven, and outgoing
 - be comfortable with technology
 - be a strategic thinker, and be comfortable working as part of a collaborative team.

PREFERRED EDUCATION AND EXPERIENCE:

- A Master's degree is preferred.
- Volunteer Management/Alumni Relations experience in a business school environment is preferred
- Deals with confidential information and/or issues requiring discretion and judgement

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job 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.