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## MIT Job Description

<b>Job Title: Associate Director, Resource Development</b>	<b>Position Title: Associate Director, Alumni Relations</b>
<b>Reports to: Director, Alumni Relations</b>	<b>% Effort or Wkly Hrs: 100%</b>

### **Position Overview:**

The Associate Director of Alumni Relations is responsible for leading broad-based strategies to develop, manage, and execute volunteer and programmatic opportunities globally, in response to the interests of our alumni, connecting them with resources at the school and with each other to foster their continued success. 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. Utilizing data and alumni feedback, the Associate Director will create alumni engagement opportunities that may include a board to act as resource for developing affinity programs, new or revised communications, targeted global events, and committees. S/he will manage a portfolio of programs including virtual engagement programs (including MIT Sloan Alumni Online), interest-based affinity programs, and additional volunteer programs or opportunities as they arise.

The Associate Director will need to develop strong relationships within External Relations, across the Institute and within the alumni community to allow for strong partnerships and collaboration, innovation, and communication that will drive an increase in volunteers, alumni engagement, and philanthropic giving. S/he will need to have excellent volunteer management skills as well as experience with the technologies that will allow us to connect with alumni virtually. Additionally, this person must be able to work with others, think creatively and have a strong understanding of the nature of alumni-based or engagement-based programming. Some travel, evening and weekend work is required.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

#### *Program Development and Innovation – 50%:*

- Conduct research and develop a strategy to create, execute and grow the MIT Sloan Alumni Online (MITSAO) program, a virtual engagement program, to include 12+ broadcasts per year, aiming to engage alumni around the world in topics of interest (research, current events, alumni work). Manage quarterly meetings with MITSAO Speaker Committee of Sloan Colleagues to identify speakers. Create a calendar to include a list of speakers that is relevant, will draw excitement, and is current and diverse. Manage the MITSAO program to respond quickly with “Breaking News” broadcasts to provide alumni with immediate access to expertise on urgent topics.
- Examine interest-based affinity programming at peer schools and organizations to develop a plan for MIT Sloan alumni affinity programming. Research and understand alumni needs and wants in this area based on input from existing club programs as well as feedback from similar programs where our alumni are already engaged. Create a plan, recruit volunteers, test and experiment with formats and training, develop guidelines and training materials, identify and engage available resources, and provide general support to groups and group leaders. Responsible for overall logistics

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management, addressing challenges and finding solutions that will lead to program growth and success.

- Collaborate with alumni constituents to create new ways, including new virtual programming opportunities, to engage alumni outside of our geographic reach.

*Planning and Management Expertise - 20%:*

- Manage execution and customer service for programs.
- Collaborate with external relations team to provide meaningful engagement opportunities for all alumni and donors.
- Manage, collect and analyze alumni data to create relevant reports and recommendations.
- Assess portfolio of programs through surveying and qualitative feedback, revise or expand accordingly.

*Volunteer Management and Alumni Relationship Building – 30%:*

- Manage a portfolio of alumni volunteers to cultivate new volunteers, maximize their potential and offer a positive and impactful experience.
- 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
- Volunteer Management/Alumni Relations experience from a university or non-profit organization is required
- Required technical skills include proficiency with online learning and presentation platforms, such as Zoom, WebEx, Google Hangouts OnAir or similar programs.
- Candidate must have knowledge of alumni databases (Advance preferred).
- PC standard applications including Microsoft Word, Excel, Publisher and PowerPoint.
- Other required skills include: strong organization and presentation skills, excellent interpersonal skills, superior customer service skills, written communication skills, as well as the ability to set goals and priorities in a fast-paced, demanding environment.
- Candidate must be:
  - a self-starter, possess initiative and be detail-oriented
  - able to work with alumni from all over the world
  - able to work in a position that has a certain level of ambiguity
  - able to build new programs; be innovative, creative, driven, and outgoing
  - comfortable with technology

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- a strategic thinker, possess project management skills 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
- Experience with Encompass/iModules is a plus

\*\* 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.