
MIT Job Ad

Job Title: Mgmt 2, Events	Position Title: Associate Director, Alumni Events and Engagement
Reports to: Director, Alumni Experience	% Effort or Wkly Hrs: 40 hours
Department: Office of External Relations, Alumni Experience	

Job Ad

The Associate Director, Alumni Events and Engagement will manage Reunion Weekend and oversee a wide range of alumni engagement events. They will be responsible for all programmatic elements of multiple events and will collaborate with the Director, other OER departments, MIT Sloan offices, and offices across all of MIT, including the MIT Alumni Association. Responsibilities also include Reunion volunteer management and strategy, implementing new processes for recruitment, training, support, and collaboration. They will work with the Director to initiative and propose strategy for alumni engagement through volunteerism and events, envisioning and executing in support of the mission of the MIT Sloan and in alignment with the strategy of OER. This person will lead the implementation of systems to support event management, including technology, writing pre and post-event materials, streamlining processes to create robust programming and engagement, and develop measures to report ROI of engagement. Will oversee an Assistant Director and Administrative Assistant II of Alumni Events. Some travel, evening, and weekend work is required. A Bachelor's degree, minimum of 3 years' experience required. Must be comfortable with MBA alumni volunteers and donors, possess strong event planning, analytical, strategic thinking, and project management skills. Must demonstrate excellent interpersonal and communication skills and ability to develop trusted partnerships with staff. Must possess initiative and be detail-oriented. Required technical skills include proficiency with alumni databases, Microsoft Word, Excel, Publisher, and PowerPoint. Alumni Relations experience in a university or a professional school and experience working with a mid-career alumni population is strongly preferred.