



MIT Position Description

Job Title: Alumni Relations Officer, 2	Position Title: Assistant Director, Alumni Experience
Reports to: Senior Associate Director, Alumni Experience	% Effort or Wkly Hrs: 40 hours

Position Overview:

The Assistant Director of Alumni Experience is an integral part of the Alumni Experience team. They will work with the Senior Associate Director of Alumni Experience to develop volunteer engagement and metrics strategy, provide volunteer and event support for a portfolio of alumni groups, including reunions, and work 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 annual fundraising goals. They will work with the Senior Associate Director to initiate and propose strategy for alumni engagement through volunteerism and events and track metrics while 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.

Role is eligible for flexible work schedule that aligns with practice of Office of External Relations.

Some travel, evening, and weekend work is required.

Principal Duties and Responsibilities (Essential Functions**):

Class Volunteer Management: 40%

- Reunion volunteer management and strategy as part of overall volunteer 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.
- Leverage event technology platforms, like Cvent or Anthology, and train and motivate volunteers to utilize product. Leverage social media platforms such as LinkedIn, Facebook, Instagram, and others as needed.



Alumni/Board Management: 25%

- 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.
- Manage groups of higher-level volunteers as needed, such as the MIT Sloan Alumni Board, including organizing quarterly meetings, in-person events (including 10-year anniversary festivities), emeritus member engagement, and subcommittees.

Event production: 20%

- Manage event production for regional and class-specific events and student focused events such as Sloanies Helping Sloanies.

Metrics: 15%

- Coordinate overall metrics strategy for the Alumni Experience team, working in collaboration with the coordinator and senior associate director.

Other duties as assigned or required

Supervision Received: Reports to the Senior Associate Director, Alumni Experience.

Supervision Exercised: N/A

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- A Bachelor's degree required.
- Minimum of 3 years' experience in events planning or project/program management 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 with 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 weekends and travel may be required.

PREFERRED EDUCATION AND EXPERIENCE:

- Experience in a university or a professional school is preferred.
- Experience working with a mid-career alumni population will be extremely valuable.
- Experience with Advance, Cvent, and iModules preferred.
- Volunteer management and training experience is preferred.

Competencies: Engage, Collaborate; Contribute, Manage

*** 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.*