



Job Classification Description

ASSISTANT DEAN OF DEVELOPMENT AND ALUMNI AFFAIRS

GRADE 15

VSC UP - PAT BARGAINING UNIT

Exempt

BASIC FUNCTION

To direct, coordinate and provide a full range of staff support to annual and long-range fundraising and development efforts of the College. To act as the College liaison with alumni of Lyndon State College; to oversee alumni function.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Lead a capital campaign, including convening and chairing a campaign committee, organizing and training volunteers, developing and executing a campaign plan and timeline, and being responsible for meeting campaign goals in designated timeframe.
- Plan and direct all annual appeals to parents, alumni faculty/staff, community and graduating seniors.
- Plan, implement and administer and coordinate programs, functions and services of the Alumni Office; plan, organize and attend class reunions, homecoming and other special alumni events; coordinate arrangements for the event, plan and lead meetings with volunteers, handle publicity, prepare/coordinate guest lists; develop and maintain the LSC alumni homepage.
- Hire, train and supervise student interns, work-study students and paid phonathon callers (average 10-15 per year) hired by Alumni Office.
- Oversee the budget of the Alumni Affairs Office and the Annual Fund.
- Identify, cultivate, solicit and steward major donors to the College.
- Work closely with the LSC President and Dean for Institutional Advancement to strategize approaches for major gift prospects (Moves Management Committee).
- Advise the LSC President on strategy for direct contact of alumni, parents and friends.
- Oversee and coordinate the publication of the Alumni Newsletter, Twin Tower Topics, supervising the layout design and printing; and editing articles, within deadlines and budgetary requirements.
- Represent the College in organizations and on boards in the community and regions.

- Provide staff support to the Board of Visitors.

Assistant Dean of Development and Alumni Services/LSC

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- Work with Admissions Office to organize and implement a program of incorporating Alumni into the student recruitment process.
- Use alumni and community contacts to assist the Career Services Office in developing internship opportunities.
- Serve on the President's Council.
- Confer regularly with supervisor, LSC administrators, staff, faculty, alumni, student groups and other internal constituencies to plan, coordinate and evaluate programs/activities, gather and disseminate information, resolve programs and the like.
- Keep abreast of current trends in higher education development programs.

SUPERVISION EXERCISED

Direct supervision of one full-time staff.

SUPERVISION RECEIVED

Direction is received from the Dean of Institutional Advancement.

MINIMUM QUALIFICATIONS

Bachelors degree, masters degree preferred, in Business, education, public relations or other appropriate discipline, plus 5 – 10 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Excellent administration and organizational skills.
- Experience working with volunteers and planning conferences and special events.
- Ability to deal effectively with and represent the College to a broad range of individuals and groups within and outside of the College.
- Excellent communication and public speaking skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.