



Job Classification Description

DIRECTOR OF ALUMNI RELATIONS & DEVELOPMENT/LSC Grade 14 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 AND RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, and evaluate all of the specific activities of assigned development functions, including operating systems and methods. Play a key role in developing and modifying programs, activities, and methods, in accordance with institutional objectives and current trends.
- Assist the Dean of Institutional Advancement with major gifts and college endowment fund campaigns; lead the annual drive: play a key role in overall design of theme and methods; design and carry out/coordinate production of written materials; plan and coordinate mailings; plan and coordinate arrangements for special events; identify, research, and pursue potential individual, business, and organizational donors.
- Compile data on gifts and grants and prepare various regular and special reports for senior administrators and trustees.
- Plan, implement, 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 the Alumni Office.
- Oversee the budget of the Alumni Office and the Annual Fund.
- Identify, cultivate, and solicit alumni donors to the college.
- Work closely with the President and Dean of Institutional Advancements to strategize approaches for major gift prospects.
- 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 region.
- Provide staff support to the Board of Visitors.

- Work with the Admissions Office to organize and implement a program of incorporating alumni into the student recruitment process.
- 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 problems, and the like.
- Keep abreast of current college programs, policies and procedures.
- Keep abreast of current trends in higher education development programs.
- Perform related duties as assigned.

SUPERVISION EXERCISED

Functional supervision of one employee and student staff.

SUPERVISION RECEIVED

Direction is received from the Dean of Institutional Advancement

MINIMUM QUALIFICATIONS

Bachelor's degree in business, education, public relations, or other appropriate discipline, plus three to five years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good 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.
- Good communication and public speaking skills.
- Must be able to work a flexible schedule that includes some evenings and weekends, as well as in-state and out-of-state travel.

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.