

Position Title: Director of Alumni Engagement and Giving

Organization: Nichols School

AFP-WNY Post Date: 08/29/2018



DEPARTMENT: Advancement - **REPORTS TO:** Director of Advancement

HOURS: 8am-4:30pm (M-Th); 8am-4:00am (F) - **COMPENSATION YEAR:** July – June

POSITION SUMMARY

The Director Alumni Engagement and Giving is an integral part of the Advancement Team and develops, executes and analyzes strategies for increasing annual fund support and participation for a \$1 million plus annual fund 66% coming from Nichols alumni. The Director crafts and executes an alumni program committed to engaging Nichols alumni with each other and with the school today. The position reports to the Director of Advancement.

DUTIES:

- With the entire Advancement Team, work to meet the goals and objectives of the Nichols School Advancement Operational Plan
- Working with The Director of Advancement and Development Committee, build an alumni relations plan (to be included in the annual advancement operational plan) which will include communication, outreach, reunions, regional events, student engagement, recent grads, networking events to advance the school's strategic plan and ultimately increase philanthropic support
- Working with the Alumni Board, develop and implement innovative alumni programs designed to build new ways of connecting alumni to one another and to their alma mater.
- Working closely with the Director of Advancement and Director of Annual Giving, build and maintain a Leadership and Alumni Giving program and strategy including measurable goals and objectives
- Support Nichols Fund leadership in recruiting, training and supporting a team of up to 50 Nichols Fund alumni volunteers
- Utilize yield analysis and wealth screening data to identify and research alumni to map visit and engagement plan
- Make personal visits to alumni donors and prospects with individualized call and PDF reports.
- In collaboration with the Marketing & Communications team and Director of Annual Giving, develop Alumni Giving collateral and alumni-related correspondence, following a prescribed operational plan for advancement.
- Manage a portfolio of alumni leadership donors \$1250-\$4999.
- In collaboration with the Director of Advancement Services and Director of Annual Giving, manage pipeline for alumni giving program, update constituent records, ensure timely donor acknowledgement and recognition and produce detailed and accurate data reports for the Director of Advancement and volunteers
- Work with Director of Annual Giving on reunion and post-reunion plan to increase and sustain reunion giving
- Develop a student philanthropy program and engage current students in alumni activities

DUTIES (continued)

- In collaboration with Marketing & Communications team manage alumni Facebook group and other social media messaging sites
- Manage alumni records in Raiser's Edge database
- Oversee all Reunion and Alumni events

General Duties:

- Manage program budget
- Assist with the production of the Annual Report on Giving
- Support Advancement team with all department events and initiatives
- Attend meetings and events at nights and on weekends, on occasion
- Travel when required
- Other duties as assigned
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- Other duties as assigned

SKILLS AND QUALIFICATIONS:

- A minimum of four years of experience in alumni relations and external affairs with demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership
- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the school, alumni, other constituents and the public
- The demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers
- Demonstrably strong writing, planning and organizational skills
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve strategic goals
- High professional and ethical standards for handling confidential information
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Extensive experience with Raiser's Edge or a similar constituent database
- Ability to travel and work evenings and weekends as needed
- Bachelor's degree
- Knowledge of and commitment to the values and mission of Nichols School

Cover letter, resume and references she be emailed to both Jennifer Clarey, Director of Human Resources at jclarey@nicholsschool.org and Leslie Garcia, Director of Advancement at lgarcia@nicholsschool.org. Position open until filled.