Saint Michael's College
Job Description

Job Title: Assistant Director for Alumni and Parent Relations

Department: Institutional Advancement

Supervisor or Manager: Director for Alumni and Parent Relations

Date Created: 7/31/05    Last Revised: 7/31/05    FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- All on and off campus Institutional Advancement events and activities, some planned by others, are implemented to maximize the available time IA professionals have to interact and build relationships with their targeted constituencies
- Effective communications, regarding events, are maintained throughout IA, with the President’s Office and with other campus offices as appropriate
- The commitment to SMC’s mission is carried out, in all aspects of work, on a daily basis
- The mission of the College is effectively promoted and the IA mission is supported to build life-long relationships with alumni, parents and friends, and to engage alumni and friends of the College as active volunteers and benefactors
- IA policies are adhered to regarding confidentiality of prospect information and database integrity

Essential Duties and Responsibilities:
- Works in concert with others in IA for the overall success of the advancement program by being a strong contributing member of the Alumni and Parent Relations program
- Handles all tasks associated with successful event planning for IA Events, Alumni Events and other events
- Implements campaign-related special events as devised by the IA management team and the President’s Office; serves as event liaison with the President’s Office
- Manages approximately 150 College functions annually, ranging from the President’s Black Tie Dinner Dance, Senior Reception at Commencement, the annual Golf Classic, Reunion and Homecoming to community outreach events and intimate stewardship events catering to the College’s most generous donors
- Implements both on and off campus Leadership events as devised by the V.P. and Associate V.P.
- Assists with the Green Mountain Scholarship annual golf tournament and makes solicitation calls to area vendors for golf classic auction items
- Maintains a database of invitees and attendees for each event by tracking event attendance and other relevant event information in Benefactor
- Answers all inquiries related to events in a timely manner

Secondary Responsibilities:
- Serves as liaison to the President’s Office for the annual President’s Black Tie Dinner Dance and assists in carrying out the event
- Acts as primary planner for major campus-wide high level events (e.g., Centennial-type programming)
- Maintains local and out-of-town resource files of vendors, caterers, maps, hotels, musicians, etc.
- Processes event-related invoices and deposits in a timely fashion

Positions Supervised:
- None

Major Contacts:
- Members of the IA team
- Director for Community Relations
- Conferences and Special Events Coordinator

Page 1 of 3
Assistant Director for Conference/Special Events
Dana VanderHeyden
Sodexho
Regional hospitality industry contacts
Local vendors
Members of the Golf Classic Committee

Demonstrates Excellence:
- Participates as a member of a fully integrated outreach and development team, but also operates independently
- Possesses highly functioning organizational skills, with strict attention to detail and a proven ability to juggle multiple tasks, deadlines and projects simultaneously
- Handles all tasks associated with successful event planning easily, from logistical arrangements including the facility and menu planning, to internal controls such as budget estimates and invoice processing, and everything in between
- Articulates well the Saint Michael’s College mission and vision, and demonstrates an abiding belief in the mission of Catholic higher education
- Interacts effectively and communicates skillfully, orally and in writing, with all campus constituencies, alumni and prospective donors, vendors and other outside parties
- Consistently maintains the highest level of professionalism in all aspects of work
- Establishes and maintains familiarity with overall structure, policies and administrative procedures of the College

Education and Work Experience:
- Associate’s degree or equivalent combination of education and experience
- Experience with planning, coordinating and organizing events
- Background in higher education and alumni relations desired
- General knowledge of College policies and procedures is helpful

Analytic Skills:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills:
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills:
- Microsoft Word: ___None ___ working knowledge ___ intermediate ___ highly proficient
- Microsoft Excel: ___None ___ working knowledge ___ intermediate ___ highly proficient
- Microsoft Publisher: ___None ___ working knowledge ___ intermediate ___ highly proficient
- Microsoft Powerpoint: ___None ___ working knowledge ___ intermediate ___ highly proficient
- Microsoft Outlook: ___None ___ working knowledge ___ intermediate ___ highly proficient
- Adobe Photoshop: ___None ___ working knowledge ___ intermediate ___ highly proficient
- Adobe Acrobat: ___None ___ working knowledge ___ intermediate ___ highly proficient
- Quark: ___None ___ working knowledge ___ intermediate ___ highly proficient
- Datatel: ___None ___ working knowledge ___ intermediate ___ highly proficient
- Internet Research: ___None ___ working knowledge ___ intermediate ___ highly proficient

Licenses, Certifications and Other Requirements:
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy

Physical Demands:
- Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
Saint Michael’s College
Job Description
Job Title: Assistant Director for Alumni and Parent Relations (1)

- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Assistant Director for Alumni and Parent Relations, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions

**Additional Requirements for the Job:**
- Willingness to work beyond regular schedule to complete job responsibilities in a professional and thorough manner (e.g., Reunion, Homecoming, etc.)
- Ability to display good judgment, maintain confidentiality and exhibit a high level of professionalism in all situations

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.