Saint Michael's College
Job Description

Job Title: Director for Alumni and Parent Relations

Department: Alumni and Parent Relations

Supervisor or Manager: Vice President of Institutional Advancement

Date Created: 7/20/05          Last Revised: 7/20/05          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:
• A senior level development management position is effectively carried out by a member of the Institutional Advancement management team to assist with departmental goal setting, organizational planning, and the strategy for realization of goals
• Day-to-day operations are directed and supervised for Offices of Alumni and Parent Relations which function to facilitate relationship development with alumni, parents, friends and corporate contacts
• Relationship development results in investments which support the College’s philanthropic, enrollment, career planning and placement and corporate goals
• The mission of the College is well understood, articulated in an eloquent and compelling way and reflected in all manners of job duties including visits, events, phone calls, personal correspondence, and proposals
• The SMC mission 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:
• Manages planning, marketing, implementing, and evaluating of events both on campus and throughout the country
• Executes, with department assistance, the planning and implementation of annual Reunion and Homecoming weekends
• Assures the development of active Saint Michael’s Clubs and Regional Alumni and Parent groups throughout the country
• Serves as liaison to Alumni Board of Directors and serves as Secretary/Treasurer
• Travels and meets with alumni, parents, friends and corporate contacts to engage them in Saint Michael’s community
• Encourages alumni participation to assist in the realization of all IA development goals
• Recruits and oversees alumni parent and corporate volunteers
• Maintains ongoing communication with alumni, parents and friends, through written, phone and email contact
• Implements annual Green Mountain Scholarship Golf Classic
• Oversees Institutional Advancement Student Engagement Plan
• Executes other IA events and activities

Secondary Responsibilities:
• Contributes time to college committees as requested
• Participates in activities that involve students to better understand the current student experience, which can then be shared with alumni, parents and friends of the College
• Represents College at a variety of community events
• Performs other duties as requested by the Vice President for Institutional Advancement

Positions Supervised:
• Assistant Director for Alumni and Parent Relations (3)
• Assistant Director for Alumni, Parent and Corporate Relations (1)
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Major Contacts:
- Institutional Advancement staff
- Alumni, Parents and Friends of Saint Michael's College
- On-campus colleagues which include but are not limited to representatives of the following offices: Office of the President, Athletics, Admission, Careers, Special Events, Budget Office, Human Resources and Student Affairs
- Faculty members
- Vendors, sales and catering professionals

Demonstrates Excellence:
- Shows a steadfast commitment to participating as a member of a fully integrated outreach and development team
- Works independently, yet exhibits thoughtful leadership with a collaborative approach to problem solving, a sense of fairness, the ability to resolve conflict and build consensus
- Prioritizes projects wisely, anticipates needs and multi-tasks well to juggle many events and projects that may be happening at the same time
- Possesses excellent interpersonal skills and an ability to deal effectively with a variety of constituents in a broad range of relationships and situations
- Displays strong written and verbal skills

Education and Work Experience:
- Advanced degree or equivalent combination of education and experience
- Knowledge of Saint Michael’s College and demonstrated ability to effectively promote the College
- Supervisory experience; volunteer management helpful

Analytic Skills:
- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation

Language and Literacy Skills:
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills:

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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
- 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
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- 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 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:
- Availability and willingness to travel independently, sometimes overnight
- Ability to use independent judgment and to manage/impart confidential information
- Willingness to work the hours necessary beyond the regular schedule to complete job responsibilities, assist in staffing Reunion and Homecoming weekends, and participate at Commencement, convocations and other College events as defined by supervisor and responsibilities of this position

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.