

Center for Leadership Development

Job Description – Alumni and Community Relations Coordinator

Department	Development
Job Title	Alumni and Community Relations Coordinator
Reports to	Senior Manager of Development

Travel Required ✓ Local	Type of position: ✓ Full-time	40 hours per week ✓ Exempt
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GENERAL POSITION DESCRIPTION

As a member of the Development team, the Alumni and Community Relations Coordinator is responsible for executing CLD’s Alumni and community re-engagement strategy for nearly 20,000 CLD Alumni, students, volunteers and friends. This role fosters excellent alumni relations that build and strengthen relationships with CLD Alumni with a focus on supporting CLD’s long-term financial sustainability, growth and expansion. This role serves as primary liaison to all CLD Alumni, community outreach, strategic partnership development and volunteer management.

ROLES & RESPONSIBILITIES

Alumni Relations

- Responsible, in consultation with the Senior Manager of Development for developing and implementing CLD’s Alumni Re-engagement strategy
- Develop Alumni, staff and other volunteer networks working with key individuals to support and develop strategies for alumni relations activity and to identify individuals (particularly alumni and others) who can support fundraising, volunteer and program expansion
- Oversees execution of the component of the Alumni re-engagement strategy focused on raising Alumni contributions to support the CLD’s capital campaign
- Implements comprehensive Alumni re-engagement strategy to expand connections and increase fundraising from CLD Alumni
- Oversees Alumni giving and donor contributions including Alumni planned giving strategies
- Serves as the liaison to CLD’s Alumni Association targeted towards expanded participation
- Partners with CLDAA President to develop a clear purpose and outcomes for the Alumni Association
- Oversees Alumni giving and donor contributions including Alumni planned giving strategies
- Serves as the liaison to CLD’s Alumni Association targeted towards expanded participation
- Maintains primary ownership of Alumni stakeholder engagement and external relations
- Ensures effective coordination with internal teams related to Alumni and Community Relations

Fundraising/Events Management

- Provides support to Development team in the effective execution of fundraising events
- Oversees and executes series of “friendraisers” events to build stakeholder engagement and future donor contributions
- Manages Alumni and volunteer participation in CLD’s fundraising events
- Partners with Manager of Development in promoting Annual Fund and Contribution Income campaigns to CLD Alumni
- Maintains knowledge of current trends in charitable giving, particularly in the areas of major gifts and planned giving

To apply: Send cover letter, resume and salary requirements to Gail A. Bradford, CPA at gbradford@cldinc.org. No phone calls please.

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Community Relations

- Serves as a primary advocate on behalf of CLD in developing and strengthening partnerships with community-based organization
- Seeks opportunities for community-based grants and donor contributions
- Engage external groups and fellow volunteer administrative professionals to develop partnerships

Volunteer Management

- Provides management oversight for CLD's Alumni volunteers and program support
- Oversees general volunteer retention, recognition, and appreciation plans
- Leads the organization, promotion, and implementation of the annual volunteer appreciation event
- Support volunteer and organizational data management strategies

WORK EXPERIENCE REQUIREMENT

- Minimum of five years' experience in development, alumni relations, external relations and/or professional administrative experience
- Knowledge of fundraising, developing and implementing alumni relations associations, working with volunteers, use of computer databases, direct mail and outreach techniques
- Ability to meet deadlines develop budgets, motivate and work effectively with volunteers, communicate effectively orally and in writing, establish cooperative working relationships with persons contacted in the course of performing assigned duties
- Ability to work collaboratively and courteously with colleagues throughout CLD, alumni, other constituents and the public.
- Experience in philanthropy and fundraising, building corporate and foundation relationships, and marketing and public relations
- Proven ability to analyze complex problems, interpret operational needs and develop solutions

PREFERRED SKILLS

- Commitment to CLD's mission and values
- Demonstrated ability to strategize, implement and build 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 departmental and organizational goals
- Successful management experience, including ability to motivate, lead, set objectives and manage performance
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Excellent communication and interpersonal skills
- Ability to speak with tact, diplomacy and persuasiveness
- Excellent organizational skills; able to meet deadlines.
- Excellence in building relationships with key stakeholders
- Self-starter; able to work under pressure of many priorities and to work effectively with staff, board members and volunteers.
- Working knowledge of Microsoft Office and general knowledge of CRM databases

EDUCATION and/or CERTIFICATION REQUIREMENTS

Bachelor's degree in marketing, business, communications or equivalent degree.
Valid driver's license

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PHYSICAL REQUIREMENTS / DEMANDS

Some evening and weekend activities; light lifting and carrying