

Department	Development
Job Title	Alumni Relations Coordinator
Reports to	Director of Development

Travel Required: ✓ Local	Type of position: ✓ Full-time, Non-Exempt	Hours: ✓ 40
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GENERAL POSITION DESCRIPTION

As a member of the Development team, the Alumni Relations Coordinator is responsible for executing CLD's Alumni Reengagement Strategy for nearly 12,000 CLD Alumni. This role manages the execution, direction and coordination of all Alumni engagement events and fosters excellent alumni relations with CLD's Alumni Association. This position maintains the integrity and accuracy of Alumni data tracked in the organizational database. It is essential this Coordinator have excellent communication and interpersonal skills, as well as comprehensive knowledge of the CLD organization and history. The Alumni Relations Coordinator must have knowledge of African American youth opportunities and challenges and can speak to how CLD can help youth and families address these challenges.

ROLES & RESPONSIBILITIES

- Develops and implements Alumni Reengagement Strategy to meet Strategic Plan goal by increasing number of alumni volunteers and alumni donors.
- Serves as the liaison and guide to, and partners with, CLD's Alumni Association to expand Alumni engagement.
- Ensures effective coordination with internal teams related to Alumni Relations.
- Works collaboratively with the Director of Development and Manager of Development in promoting contribution income campaigns to CLD Alumni.
- Establishes and maintains strong and mutually beneficial relationships with Alumni and external contacts.
- Maintains orderly and accurate Alumni records.
- Primarily uses the database to accurately record, track and report Alumni donations.
- Communicates donor written commitments (pledges) to the Director of Development and the Accountant as soon as they are received.
- Manages the execution, direction, and coordination of all Alumni events including Alumni Association meetings, reunions, open houses and participation in CLD Alumni Task Force meetings.
- Manages the execution, direction, and coordinator of the CLD Golf Outing, in collaboration with the Manager of Development.
- Manages a portfolio of Sponsors and Corporate Partners that support events and initiatives.
- Responsible for meeting quantifiable goals.
- Travels throughout the Indianapolis area, representing CLD and building relationships with its donors, prospects, and Alumni.
- Provides professional insight and advice based on a depth and breadth of knowledge and experience.

- Develops and maintains SOPs necessary for the position. Follows Standard Operating Procedures and duties as assigned by the Director of Development on Monday.com to include details of carrying out development projects.
- Submits planned event collateral to the Director of Development for feedback and approval.
- Coordinates with Development and Marketing Coordinator on consistent messaging and branding of CLD to external and internal audiences.
- Complies with mandatory attendance at the following annual CLD events: Minority Achiever's Awards and Scholarship Gala, the College Prep Conference and Indiana Black Expo.
- Plays an active role, as a member of the Development Team, in contributing to and ensuring the success of fundraising and special events.
- May perform specialized fundraising activities in direct support of the accomplishments of the advancement of CLD's mission and program objectives.
- Adheres to professional personal presentation following CLD dress code policy.

WORK EXPERIENCE AND SKILLS REQUIREMENTS

- 5 years minimum experience in alumni relations and external relations.
- Prior success at executing projects in a timely manner and in achieving results on schedule.
- Strong organizational and communication skills with excellent grammar.
- Record of asking for and closing development contributions.
- Ability to speak with tact and persuasiveness in person, when making phone calls and when giving presentations.
- Effective at developing and implementing ideas and strategies during strategic planning meetings.
- Careful about detail and thorough in completing work tasks.
- Accepts criticism and deals calmly and effectively with high-stress situations.
- Persistent in the face of obstacles and able to adapt to a variety of workplace situations and personnel.
- Effective time management skills.
- Successful execution of projects in a timely manner.
- Working knowledge of database input and management.
- Functional skills with Windows 10, Microsoft Office and Monday.com Project Management Software.
- Commitment to CLD's mission and values.

ATTRIBUTES

- Communicator. Proficient verbal and written communication skills.
- Self-starter. Takes the initiative to not only identify a problem but work to solve it.
- Critical Thinker. Form reasonable judgments; provide evidence, reasons, or rationale for decisions.
- Team player. Works well independently, but recognizes the value of working with corporate management, employees, and the larger community.
- Flexible. Must be willing to learn quickly and respond to changing environments.
- Efficient. Able to multi-task, prioritize and manage multiple projects in a fast-paced, customer-oriented environment while being detailed and highly organized.
- Passion. Must be excited about the CLD mission, youth, and the communities we serve.
- Diplomatic. Effective conflict resolution skills.
- Character. Impeccable character.



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EDUCATION and/or CERTIFICATION REQUIREMENTS

- BA or BS degree in Communications or Marketing, or a Bachelor's Degree in any field with community networking experience.
- CLD Self Discovery/Career Exploration Graduate preferred (CLD Alum).
- CFRE Designation preferred.
- Valid Driver's License.

PHYSICAL REQUIREMENTS/DEMANDS

- Generally sedentary work, remaining in a stationary position for long periods of time. Events require physical exertion, including lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies.
- Must have reliable transportation.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, scanners, laminators and photocopiers.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____