



<b>Job Title</b>	Assistant Director, Alumni Engagement	<b>Job Code</b>	AV0313
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	17
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Advancement	<b>Union Code</b>	0
		<b>Subfamily</b>	Alumni Engagement

**Job Family & Subfamily Summary**

**Advancement Professionals** lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.

**Alumni Engagement Professionals** – Engage alumni in the life of the university. Providing measurable forms of alumni behavior that lead to building a stronger bond with the institution. Includes outreach, chapter management, communications, local and regional events, programs and career services and other forms of connection with alumni.

**Job Summary**

Supports UCF Alumni Engagement by developing and executing events and programs through regional, college-based and constituent chapter and club programs. This role is responsible for collaborating with colleagues within UCF departments, development, and colleges to create and maintain pathways for alumni participation.

**Representative Duties**

**1. Leadership**

- Oversees the direction and activities of a chapter including recruitment, training, managing, reporting and evaluation
- Manages a portfolio of annual giving prospects, working to engage and increase annual support
- Coordinates alumni and chapter communication
- Communicates with committee members regularly regarding chapter and college-wide initiatives and events
- Identifies, recruits, and develops relationships with alumni to promote involvement in alumni chapter initiatives
- Directs reporting processes and ensures data integrity

**2. Relationship Development**

- Develops and executes on annual and long-term strategic goals that connect alumni and build their affinity to the university
- Partners with professional industry organizations
- Forms collaborative working relationships with internal and external constituents

**3. Event Management and Participation**

- Develops and executes annual alumni events
- Represents the college at various external functions on and off campus, and within the metro-Orlando area

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		
<ul style="list-style-type: none"> <li>Flexibility in work hours to accommodate some evening and weekend events</li> </ul>		

Physical/Environmental Demands
Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**