



<b>Job Title</b>	Associate Director, Alumni Engagement	<b>Job Code</b>	AV0314
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18
<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 by developing and executing events and programs that also support an assigned College through a regional, college-based and constituent chapters and clubs program. This role develops and implements yearly strategic fundraising plan for each assignment in collaboration with the College Development Officer and will conduct appropriate identification, cultivation, solicitation and stewardship activities for annual gifts primarily for the College and University of Central Florida.

**Representative Duties**

1.
  - Constructs, implements, and manages a fully integrated collection of professional development programming, services, events and resources to meet the needs of alumni
  - Organizes and manages volunteers for alumni chapter activities related to recruitment and orientation of new members
  - 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
2.
  - Develops and executes on annual and long-term strategic goals that connect alumni and build their affinity to the university
  - Identifies, cultivates, and solicits major gifts from individuals, corporations, foundations, and professional groups
  - Develops and executes annual alumni events
  - Represents the college at various external functions on and off campus, and within the metro-Orlando area
3.
  - Collaborates with campus partners to increase program effectiveness

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

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

---

**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.**