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| Job Title | Director, Alumni Engagement | Job Code | AV0315 |
| Pay Plan | A&P | Pay Grade | 21 |
| Union | Non-Union | FLSA Status | Exempt |
| Job Family | Advancement | Union Code | 0 |
| | | Subfamily | 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

Provides leadership and management of UCF Alumni’s college alumni engagement officers embedded in the college units and directs the officers in the development and execution of events and programs that support alumni engagement and giving.

Representative Duties

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- Supervises and mentors college alumni engagement staff in setting goals and meeting the needs of the department
- Serves as primary liaison between the UCF Alumni Engagement and Annual Giving and the colleges, the alumni chapter board of volunteers and the executive committee to ensure mutual understanding and support of each organization's priorities
- Maintains a portfolio of annual giving prospects/donors and identifies, qualifies, cultivates and solicits prospects/donors within the alumni community
- Assists with the assimilation of discovery-based development work into the core job functions of alumni engagement officers to build the donor pipeline
- Counsels, advises and provides technical assistance to university departments and other operational units of the university in the raising of private funds for their programs as it relates to college alumni engagement programming

| Education, Experience, Skill Requirements | | |
|--|-----------------|------------------|
| | Required | Preferred |
| Education Level | Bachelor's | Master's |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| 6+ years of relevant work experience | | |
| Additional Requirements | | |
| <ul style="list-style-type: none"> Flexibility in work hours to accommodate some evening and weekend events and occasional general overtime | | |

| Physical/Environmental Demands |
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| 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.