

Director of Alumni Engagement



Department: Institutional Advancement

Type: Staff, Full-time

Stephens College is seeking a Director of Alumni Engagement. Serving as an on-campus spokesperson for 30,000 alumni and an ambassador of the college the Director of Alumni Engagement provides strategy and leadership to develop, implement, and maintain a comprehensive program designed to provide meaningful opportunities for volunteerism, service, personal and professional development, and events and programs for alumni to enhance loyalty, dedication, and support for Stephens College.

Essential Duties and Responsibilities:

- Manages and works collaboratively with the Assistant Director of Alumni Engagement to implement all engagement and volunteer programs.
- Provides leadership and administrative support for a volunteer effort to harness the collective power of the Stephens alumni for the betterment of Stephens.
 - Oversight of a volunteer corps, annual goal setting and dashboard reporting, tracking and updating contact details for membership and celebration of volunteers.
 - Establishes and builds collaborative relationships with a wide range of alumni, locally, regionally, nationally, and internationally to form a “go to” group of volunteers.
- Oversees the production and distribution of the alumni magazine; maintains webpages and social media accounts that serve as communication platforms for alumni and friends of the college.
- Chairs the Reunion Committee.
- Educates students, especially graduating seniors, about alumni benefits and engages them in programs.
- Partners with Enrollment Management to define a process for alumni involvement in the admission process.
- Partners with the Director of Career Development to plan the growth and accessibility of career networking services for students and alumni.
- Provides oversight of Student Ambassadors.
- Coordinates selection and communication of legacy Alumni Awards awarded at Convocation.
- Other duties as assigned which may include participation in college-wide committees deemed relevant by the Vice President of Institutional Advancement.

Qualifications:

- Bachelor's Degree required; Master's Degree preferred.
- Three to five years in alumni relations or external affairs; experience working with volunteers preferred.
- Must be able to maintain a high level of professionalism and understanding of ethical standards when handling confidential information; strategize, create and build constituent programs with the goal of "volunteer ownership" of the program; work as a team member as well as independently to complete projects.
- Must demonstrate proven communication skills — ability to establish and maintain relationships with faculty, staff, students, alumni, and friends of the College; a thorough understanding of 'best practices' for engaging alumni.
- Must be a self-starter, goal oriented, and highly organized.
- Ability to travel and work evenings and weekends as needed.

Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and retirement plan.

To Apply: Submit an online [Stephens College application](#) with cover letter, resume and references. Review of applications will begin immediately and will continue until the position is filled or the search is closed.

The successful candidate must pass a criminal background check.

Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.

About Stephens College:

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women's competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.