ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Alumni Relations Officer, Regional Outreach

DEPARTMENT: Development and University Relations, Lincoln Center

RESPONSIBILITIES:
- Reports to the Associate Director for Alumni Relations (Regional Outreach) and is responsible for the leadership, management, and development of approximately 25-35 domestic regional alumni chapters and related programs.
- Assists as assigned with all aspects of annual Presidential regional tour (20-25 events).
- Partners with regional alumni volunteers to create and sustain vibrant University relationships and alumni chapters.
- Supports regional leadership in the implementation of appropriate activity plans for each chapter.
- Designs and implements new and creative strategies to maximize chapter effectiveness and increase volunteer involvement.
- Takes an active role in both chapter formation and chapter leadership transition.
- Develops specific event and marketing strategies to increase event/program attendance.
- Assists with all elements of communication and event coordination relating to chapter activities.
- Builds event registration pages and coordinates regional/chapter email marketing.
- Manages registration process to include the following as assigned: general event inquiries, phone registrations, email registrations, event RSVP spreadsheets, nametags, and walk-ins.
- Assists as assigned in the organization and execution of approximately 15 summer send-off receptions for incoming students and families.
- Creates regular regional/chapter postings for social media.
- Determines content for and creates bi-annual e-newsletter for regional chapter leaders.
- Utilizes appropriate metrics to measure, assess, and analyze regional alumni activity.
- Identifies, recommends, and stewards alumni for greater University involvement in areas such as FAST (admission), Fordham Mentoring Program, Career Services, etc.
- Other duties as assigned.

QUALIFICATIONS:
- Bachelor’s Degree preferred.
- Minimum 2 years of direct experience in alumni relations, advancement, or related experience is preferred.
- Minimum 2 years of event planning experience and a demonstrated track record in successful management of multiple projects.
- Superior organizational and interpersonal skills, strong digital skills, excellent oral and written communication skills, and creativity.
- Must be comfortable with public speaking and portray a professional image to all internal and external constituents.
- Must be able to travel and work evenings and weekends as necessary.
- Valid driver’s license is required.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Ainsley Kelley
akelley6@fordham.edu

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