ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director for Alumni Relations (New York City Programming)

DEPARTMENT: Development and University Relations, Lincoln Center

RESPONSIBILITIES:
- Plan, market, and execute University-wide, school-based, industry-specific, cultural, and lifelong learning alumni events in New York City (excluding reunions, Homecoming, and young alumni programming).
- Work closely with deans, deans’ staff, constituent group leaders, and other volunteers to implement distinctive alumni programming.
- Work closely with key University administrators, including Development and University Relations colleagues, to achieve long-term program goals.
- Manage major events, including the University’s annual Memorial Mass and participation in the St. Patrick’s Day Parade.
- Work with travel partners to curate Fordham’s alumni travel program. Markets travel opportunities, communicates with travelers, organizes trip-specific events, and creates a pipeline between alumni travelers and frontline fundraisers.
- Staff major alumni events, including Homecoming, Jubilee Weekend, the Block Party at Lincoln Center, and the Fordham Founder’s Dinner.
- Serve as the point person for the Marymount College Alumnae Board and the liaison to the greater Marymount alumnae community.
- Maintain relationships with vendors, negotiates contracts, and manages event budgets.
- Other duties as assigned.

QUALIFICATIONS:
- A bachelor’s degree is preferred. In lieu of degree, a minimum of four years of experience in alumni relations, advancement, or a related field.
- Must have event planning experience, excellent oral and written communication skills,
- Must have a demonstrated track record of success managing multiple projects simultaneously, superior organizational and interpersonal skills, and strong computer skills.
- Must be comfortable with public speaking and portray a professional image to all internal and external constituents.
- Will be required to work evenings and weekends as necessary and must be willing to travel.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Sara Hunt Munoz
Senior Director for Strategic Initiatives,
Office of Alumni Relations
shunt@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories