



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Assistant Director of Alumni Programs
Department:	Alumni Relations and Engagement
Reports To:	Vice President and Chief Alumni Engagement Officer

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned. The duties of this position are to be performed on-site during work hours as defined by the policies of the University."

General Function (Description):

Reporting to the Vice President and Chief Alumni Engagement Officer, the Assistant Director of Alumni Programs (ADAP) organizes and manages alumni events annually including large scale signature alumni events and a variety of social, networking and educational programs to keep alumni engaged with the university and promote Clark Atlanta University. The ADAP serves as the liaison between the Office of Alumni Relations and the Athletics Department as well as other campus and external partners.

Examples of Duties and Responsibilities:

- Develop annual calendar of alumni events including; on campus and local area activities
- Partner with the Vice President and Chief Alumni Engagement Officer to plan, communicate and execute the alumni elements of Homecoming including; Friday Night Live multi-generational gathering, Game Day tailgating experience
- Plan and execute annual 40 under 40 Young Alumni Achievement Awards in partnership with Marketing and Communications
- Plan and execute annual Spirit of Greatness awards gala
- Working with Alumni Operations, coordinates May Weekend activities and Commencement (alumni elements)
- Manages partnership events with Athletics including home and away games to maximize exposure and alumni attendance
- Serves as a liaison to several campus partners; Student Affairs, Career Services, Admissions, Business Services to coordinate co-sponsored special events
- Coordinates all aspects of alumni event delivery including venue, catering, volunteer management, on-site logistics, marketing, and post event evaluation and reporting
- Other duties as assigned

Knowledge, Skills and Abilities:

- Experience in higher education alumni affairs or development work
- Excellent project planning, management and ability to balance competing priorities, complex situations and tight deadlines with attention to detail
- Ability to work with a diverse population of team members and constituents to achieve results
- Ability to identify, assemble and guide volunteers
- Demonstrated organizational skills
- Excellent verbal and written communication skills
- Demonstrated ability to initiate and follow through on programs

Minimum Hiring Standards:

Education	Bachelor's Degree (required) Master's Degree (plus)
Years of Experience	3-4 years in alumni relations or closely-related field
Years of Management/Supervisor Experience	None

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