

BELHAVEN UNIVERSITY

Position Title	Director of Alumni Relations
Department	Advancement
Direct Supervisor	Associate Vice President for University Advancement
Designation	<i>to be designated by Human Resources</i>

Overview

The Director of Alumni Relations is the first point of contact for alumni, coordinates/promotes any alumni activities, solicits gifts alumni for University support, and coordinates all Advancement Alumni-related events on-campus and off as needed.

Functions and Responsibilities

- Responsible for soliciting annual gifts from alumni and University friends.
- Work to meaningfully engage alumni, parents, and friends in support of Belhaven University.
- Through personal visits, coordinated events, targeted communications, and memorable stewardship activities, Belhaven University seeks to involve our partners in the vibrant life of our University.
- Partner with Advancement Colleagues to identify, cultivate, solicit and steward alumni giving.
- Partner with Advancement Colleagues to maintain regular communication with alumni via direct contact, email blasts, alumni web pages, and print publications.
- Work across academic and administrative departments and with senior leaders to understand priorities and engage them as needed to build strong donor relationships.
- Curate experience for prospects (visits to campus, attending alumni events, exposure to academic and other Belhaven staff, engaging them as leaders, etc.) that will strengthen their interest in Belhaven University.
- Assist the Vice President for University Advancement in providing support service for President, Provost, Deans, and faculty in the cultivation and solicitation of gifts.
- Develops an annual alumni communications plan within budget guidelines.
- Develop and cultivate relationships with alumni donors for the benefit of the University, using the ability to “tell the Belhaven story” and connect with prospective donors with emotional intelligence and integrity.
- Plan and participate in internal and external community events that facilitate networking to a broader audience.
- Contribute alumni-related content to the all-College social media platforms.
- Compile and distribute “alumni and friends” e-newsletter.
- Communicate with alumni on behalf of other internal departments as necessary.
- Partner with Advancement Colleagues to conceptualize, organize and attend* any/all alumni gatherings, special events, and Alumni Reunions. *May require travel.
- Perform other duties as assigned.
- Represent Belhaven University in the successful preparation, coordination, execution and evaluation of church engagement and giving.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Many of these responsibilities are shared among the Advancement Office Staff. The ideal candidate would also possess the following:

Qualifications

- Belhaven graduate strongly preferred.
- Proficiency in Microsoft Office Technology
- Mature judgment, political acumen, and diplomacy in handling sensitive and confidential matters, proven planning and organizing skills, results and detail focused, excellent problem-solving skills, ability to cope with and adapt to changing priorities and stressful conditions, Good time management skills and ability to meet deadlines.
- Ability to communicate confidently and effectively with co-workers, academic officials, board members, alumni, donors, prospects, and high net-worth individuals.
- Ability to understand the needs and interests of donors to develop relationships between them and the University.
- In addition to these responsibilities and qualifications, the position requires the ability to participate in all aspects of the gift cycle: (1) to initiate contacts with potential donors; (2) to develop appropriate cultivation strategies for them; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.

Interested applicants may make application by submitting:

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including personal Pastor)
- 4) Statement of faith, including description regarding how the candidate would seek to integrate their faith into the Director of Alumni Relations position.
- 5) Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ.

Please click on this link

http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Only applicants who submit all five required items will be considered.

Interested applicants should send their information to sanderson@belhaven.edu.

Sheri Anderson, Director of Advancement Operations

No phone calls, please.

Additional information about Belhaven University may be found at www.belhaven.edu