



Director of Alumni Affairs

The Alumni Affairs Director reports to the Vice President for Institutional Advancement and has three primary functions: managing the Office of Alumni Affairs, coordinating the University's alumni relations efforts, and coordinating and managing the Alumni Annual Fund program.

Responsibilities:

Specific responsibilities include, but are not limited to: working directly with the Vice President and other development staff to determine capital resource needs for the University and implementing a plan to secure those resources through the Alumni Annual Fund Program and other alumni related fundraising events; identifying, cultivating, and stewarding gifts from alumni and friends in support of the University's funding priorities and providing appropriate records on each donor to the database manager for recording in the donor database; fostering positive relationships with all graduates, ex-students and parents, keeping them informed of events, activities and programs at the University; in cooperation with the Vice President and staff, establishing qualitative and quantitative goals and objectives to increase alumni giving and dollars raised; developing a system of accountability and providing monthly progress reports and assessments toward reaching those goals; working as the liaison to and resource person for the International Alumni Association in developing new chapters, providing workshops on leadership development, and when possible assisting with Association events; arranging meetings for the President of the University with alumni and alumni groups around the country; incorporating innovative and creative strategies relative to job responsibilities; using discretion and judgment to problem solve in a timely and effective fashion to increase alumni involvement in University events; working with the appropriate persons to update and maintain the Alumni web site in a timely fashion; assisting with material for the University Magazine including gathering data on alumni for feature articles; working with the Vice President on all United Negro College Fund events and fundraising; and other duties as assigned.

Qualifications:

Bachelor's degree, preferably from Huston-Tillotson University, graduate degree preferred; extensive experience in Alumni Relations at an institution of higher education or a related field may substitute for educational qualifications; excellent writing, speaking, interpersonal and management skills; proficiency in database applications – data entry and retrieval, mail merge, etc.; commitment to the mission of the University, to the leadership of the President, and to the development and growth of Huston-Tillotson University.

Salary: Competitive salary range and comprehensive fringe benefits package.

Application Procedure: Candidates should submit a letter of interest establishing qualifications for the position, a current resume, transcripts, and an HT application. HT applications can be found at <http://htu.edu/offices/human-resources>. This position is open until filled. Forward application packets to: humanresources@htu.edu or by mail to Director of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795. To ensure receipt of your application, please send it with a read receipt requested if emailed, or with a signature request if mailed. Applicants will be contacted as appropriate.