

# KANSAS WESLEYAN UNIVERSITY

## POSITION DESCRIPTION

### Alumni Engagement Officer

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to [jody.jorns@kwu.edu](mailto:jody.jorns@kwu.edu) (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Clafin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until October 15, 2017.
- Interviews will begin when qualified applicants are identified, and continue until the job is filled.
- The job starts as soon as possible, preferably by November 15.

We will not check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer.

#### ADMINISTRATIVE INFORMATION

**POSITION:** Alumni Engagement Officer

**POSITION'S GROUP:** Advancement

**GROUP'S MAJOR RESPONSIBILITIES:** The Advancement Office advances the mission of Kansas Wesleyan University through exceptional marketing and communications, and donor-centered fundraising activities.

**POSITION'S DEPARTMENT:** Fund Raising

**DEPARTMENT'S MAJOR RESPONSIBILITIES:** To raise funds in support of the university's operating and capital budgets in order to maintain and enhance the success of the university.

**POSITION'S DIRECT SUPERVISOR:** Director of Development

**DATE POSITION LAST REVIEWED OR ANALYZED:** September 2017 by Dr. Melanie Overton, VPAA; Cindy Fry, Asst Dir of HR

**POSITION'S EMPLOYMENT STATUS:** Full-Time, Non-Exempt, Hourly, Staff, At-Will.

**POSITION'S SALARY AND BENEFITS:** Minimum entry salary for this position is \$25,000; final salary dependent on experience and qualifications. Full-time benefits available.

#### POSITION INFORMATION

**POSITION'S SUMMARY:** Maintain and strengthen the relationship between KWU and its alumni. Enable alumni and friends to contribute to KWU's mission in meaningful, measurable ways. Continuously improve the rate of alumni participation, donor retention, and average annual gifts.

**POSITION WORKS WITH:** The Advancement Office staff of 5-8 people, as well as campus faculty, staff, and administration, alumni and university donors.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** None

**POSITIONS PHYSICAL WORKING CONDITIONS:** Works in a climate controlled office setting. Standing, sitting, stooping, walking, talking, seeing, hearing, typing, filing, and other similar physical motions and activities are required, unless discussed with the supervisor for available accommodations.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**POSITION'S EQUIPMENT:** Computer and software, university phone system, university networks and email systems.

**POSITION'S WORK SCHEDULE:** Mon – Fri, 8:00 a.m. – 12:00 p.m. & 1:00 - 5:00 p.m., unless other arrangements are made with the supervisor. Some evenings and weekends required.

**TRAVEL REQUIREMENTS:** Minimal, to fulfill responsibilities, develop and oversee alumni.

## POSITION RESPONSIBILITIES

### **POSITION'S ESSENTIAL DUTIES:**

1. Act as chief liaison between the alumni and the University.
2. Promote membership in the KWU Alumni Association. Plan and implement appeals to increase membership.
3. Assist in all special alumni activities: alumni chapter events/gatherings, joint alumni-student events on campus, Homecoming, Commencement, etc.
4. Build relationships with key volunteers to support alumni programs throughout the year.
5. Assist with maintenance and updates to the alumni database.
6. Serve as ex-officio member of the Alumni Council and work administratively for council president. Provide guidance and leadership to the Council. Attend all Council meetings and report activities to Advancement. Support the Council in the Alumni Awards and Alumni Mini-Grants decision-making processes.
7. Manage the annual phonathon (spring semester) to increase donor retention and average annual gifts. Measure alumni/donor responses and adjust strategy as needed. Recruit, train and retain student volunteers.
8. Proactively identify for Development Officers any annual fund donors who are ready to consider making major gifts to the University.
9. Perform other duties as assigned by the Director of Development.

### **POSITION'S PERFORMANCE MEASURES AND STANDARDS:**

Actual performance standards (goals) will be set in consultation between the position holder and their direct supervisor. Some measures include:

- Manage phonathon to increase donor retention and average gift and to meet annual fundraising goals.
- Increase alumni engagement on campus and through chapter events.
- Recruit and equip volunteers to provide leadership to the Alumni Council, and to Council and chapter events with minimal staff support.

## POSITION QUALIFICATIONS

**EDUCATION:** Bachelor's degree required.

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAAS:**

- Commitment to private higher education and the mission of the University.
- Knowledge and understanding of non-profit fundraising programs.
- Excellent analytical and organizational skills.
- Ability to be successful with minimum supervision.
- Excellent oral and written communication skills.
- Ability to organize, lead, and establish and manage a work timeline.

## NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered to be "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.