ADM
INISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Director for Reunion Programs and Affinity Groups

DEPARTMENT: Development and University Relations, Lincoln Center

RESPONSIBILITIES:
• Provide leadership and direct all aspects of annual reunion programs; specifically, Jubilee at Rose Hill, Block Party at Lincoln Center, and Homecoming.
• Develop and utilize metrics to track progress versus event goals. Create and distribute surveys to event attendees.
• Prepare detailed post-event summaries highlighting accomplishments, as well as areas for improvement.
• Responsible for event planning and communication efforts related to the aforementioned initiatives.
• Create and follow production schedules for the various printed materials and electronic marketing.
• Supervise Reunion Officer. Coordinate day-of staffing assignments for all events in purview. Support Reunion Officer's management of student interns and short-term student reunion workers.
• Collaborate with development staff members and class committees to enhance alumni support and participation at events.
• Maintain relationships with vendors, negotiate contracts, and manage event budgets.
• Oversee Reunion Officer’s work with alumni affinity chapters. Assist as needed when working with key constituents.
• Serve as lead for alumni privilege offerings. Manage existing third-party relationships, suggest new partnerships, and maximize revenue while protecting the reputation of the University.
• Assist AVP for Alumni Relations with all aspects of annual budget including planning, tracking, reconciliation, etc.
• Recommend changes to existing policies and procedures that will improve performance.
• Other duties as assigned.

QUALIFICATIONS:
• Bachelor’s Degree required, Masters preferred.
• A minimum of five years related experience is strongly preferred. Preference will be given to candidates with previous experience in a very similar position or organization.
• Must be self-motivated, possess excellent oral and written communication skills, and be extremely well-organized.
• Must be able to work independently and comfortable supervising others.
• Must be able to manage evolving priorities and deadlines.
• Must work effectively with all colleagues and stakeholders.
• Must be available to work evenings, weekends and travel as necessary.
• Familiarity with Jesuit education is desirable.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

STARTING DATE: July 1, 2019

SEND LETTER & RESUME: Michael Griffin
Associate Vice President for Alumni Relations, Office of Alumni Relations
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