

**JOB TITLE:** Director of Alumni Affairs and Planned Giving  
**REPORTS TO:** Vice President, Institutional Advancement  
**JOB CODE:** DAAPLG2019  
**DEPARTMENT:** Office of Institutional Advancement  
**CLASSIFICATION:** Full-time, exempt, benefits eligible  
**POSTED:** April 4, 2019  
**CLOSES:** Open Until Filled

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**POSITION OVERVIEW:**

The Director of Alumni Affairs and Planned Giving Officer cultivates and broadens alumni interest in and financial support of the College through the following: developing, strengthening, and implementing both campus and external alumni programs; planning and implementing major reunion events. Additionally, he/she provides leadership that links the College and its Alumni.

**DUTIES AND RESPONSIBILITIES:**

Gathers and maintain database of all LeMoyne-Owen College graduates using Raiser's Edge software

With Vice President, develop strategies to increase alumni giving and support.

Develop mechanism to maintain accuracy of alumni contact information, i.e., mailing addresses, email addresses, telephone/mobile number

With Director of Marketing and Communication develop quarterly alumni newsletter (electronic and hardcopy versions) featuring; national and local chapters information, on-campus news, alumni updates and general information.

Track and recognize alumni achievements.

Work with anniversary classes to plan reunion events and activities.

Attend local and regional alumni chapter meetings

Organize pre alumni council and serve as sponsor for pre alumni council officers and activities.

Implements a full Planned Giving program with induction into the Hollis F. Price Giving Society

Designs and offers local and national programming that educates alumni about the progress and vision of the College and Planned Giving

Organizes alumni support for admissions advocacy

Staffs and motivates alumni volunteers and volunteer boards

Plans and implements successful alumni events

Manages multiple projects and meets established deadlines

Produces reports that provide both quantitative and qualitative data related to alumni activities and giving.

Use national statistics to bench-march alumni giving rates, average gifts and other metrics

Performs other duties a assigned by the Vice President

**QUALIFICATIONS:**

Bachelor degree required, preferably from LeMoyne-Owen College.

Membership in local and national alumni associations.

Minimum of three (3) years of successful experiences in strategic/annual planning, project management, and process improvements, or related experience, required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of local/national alumni programs to inform of the College's progress or updates

Familiarity with database software management system.

Exceptional interpersonal skills, including both written and oral communication skills

Ability to enhance alumni giving support

Knowledge of internship and professional organizations to assist alumni relations

Exceptional interpersonal and communication skills (verbal and written)

Ability to utilize related automated systems and software, as well as to process computer data and to format/generate reports (i.e. Microsoft Office)

Superior organizational and analytical skills

Motivational skills to encourage alumni participation

Ability to track and update alumni achievements

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

Work is normally performed in a typical interior/office work environment. While performing the duties of this job, the employee is, regularly, to sit; to use hands to handle or feel; to talk or hear. The employee, frequently, is required to walk, to stand; to reach with hands and arms; to stoop, kneel, or crouch. The employee must, occasionally, lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**HOW TO APPLY:**

To apply to this position, interested candidates must submit to [jobs@loc.edu](mailto:jobs@loc.edu) : (1) cover letter, indicating interest in this position, and (2) resume. Please place the job code (**DAAPLG2019**) in the subject line of the e-mail.