

Delta Tau Delta Fraternity

Job Description

Position Title: Director of Alumni Initiatives	Position Type: Full Time
Department: Alumni and Volunteer Services	Exempt/Non-Exempt (OT Eligible): Exempt
Reports To: Vice President & COO	

Job Summary:

Director of Alumni Initiatives will provide strategic leadership and vision for all Fraternity alumni and Fraternity volunteer programs.

Essential Duties and Responsibilities:

- Work closely with the chief operating officer (COO) and the Arch Chapter to establish the short and long-term strategic vision of the volunteer and alumni engagement programs
- Plan, implement and promote alumni programs that support the Fraternity's strategic plan in collaboration with colleagues within the Delta Tau Delta Educational Foundation
- Develop and submit for approval by the COO annual strategic and operating plans for alumni initiatives
- Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally; maintain regular communication with alumni via direct contact, email communication, alumni web pages, and print publications
- Educate graduating students about alumni benefits and engage them in specifically-tailored programs
- Partner with director of chapter services to spearhead the introduction of alumni involvement in the new member and member education processes; partner with the director of growth to plan the growth and accessibility of networking opportunities for current and future chapter projects
- Collaborate closely with development colleagues to increase support from alumni; assist with identifying and qualifying alumni prospects for gifts
- Manage the budget for alumni initiatives; within the annual program budget, manage existing and/or additional alumni programs, services and communications
- Investigate and create new revenue sources to provide additional resources for alumni initiatives
- Supervise the staff allocated to alumni engagement and volunteer services

Nonessential Duties/Responsibilities:

- Support conference planning, curriculum and programming.
- Assist the Central Office staff with other projects as assigned.

Direct Reports:

- Director of Volunteer Services
- Director of Volunteer Recruitment

Job Requirements: (Education, experience, knowledge, skills, overtime, travel, licenses, etc.)

- Member of Delta Tau Delta preferred.
- Experience serving as a volunteer preferred.
- Bachelor's degree required.
- Minimum of five years relevant work experience.
- Experience in managing program directors.
- Strong written and oral communication skills, critical thinking skills, project management abilities, attention to detail, and facilitation abilities, curriculum/program development experience preferred.
- Long distance travel by car and airplane required.
- Ability to multi-task while prioritizing deadlines and deliverables.
- Meeting and/or event planning preferred.
- Proficiency in Microsoft Excel, Word, Outlook

Physical Effort: (Needed to perform job duties and responsibilities)

While performing the responsibilities of the director of volunteer services, employee is required to talk and hear. The employee is often required to sit and use hands and fingers to handle or feel. Vision abilities required by this job include close vision.

Acknowledgment:

This job description is a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job activities, duties and responsibilities. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the duties and responsibilities listed in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Employee Signature

Date

Supervisor Signature

Date

Updated: August 22, 2017