



**TITLE: Director, Alumni, Annual Fund & Corporate Relations**

**CLASSIFICATION: Management Team – SRJC Foundation**

**SALARY RANGE: 22**

**SCOPE OF POSITION:**

Under the direction of the Executive Director, SRJC Foundation, plan, organize, and direct a comprehensive alumni relations program to engage alumni, new graduates and students; implement and expand the annual fund to secure operating support for the Foundation and to fund specific program/project areas within the District; develop a strong corporate relations outreach program; train, supervise and evaluate the performance of assigned staff.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Solicit new members to the Alumni and Friends Association; expand the alumni membership and benefits program; identify and develop opportunities and events for alumni engagement with the District; plan and implement affinity programs, reunions and other special events for alumni.
2. Develop a strong corporate relations outreach program to connect the District with the North Bay business community and identify key areas for partnerships to support the District's needs, events, programs and departments.
3. Identify, design and implement the communications and marketing strategy to the alumni community.
4. Develop strategies to increase alumni giving to the District; develop and execute solicitations for support through alumni, donors and friends of the District; maintain communications with alumni and donors.
5. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
6. Provide technical expertise, information and assistance to the Executive Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
7. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
8. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
9. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
10. Develop and prepare the budget for the Alumni and Friends Association; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.

**KNOWLEDGE OF:**

1. Principles and practices associated with fundraising and alumni relations in higher education.
2. Budget preparation and control.
3. Oral and written communication skills.
4. Principles and practices of administration, supervision and training.
5. Applicable laws, codes, regulations, policies and procedures.
6. Interpersonal skills using tact, patience and courtesy.
7. Operation of a computer and assigned software.

**ABILITY TO:**

1. Develop a strong corporate relations outreach program.
2. Effectively train, supervise and evaluate the performance of assigned staff.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Maintain the donor database.
12. Direct the maintenance of a variety of reports, records and files related to assigned activities.
13. Demonstrate sensitivity to, and respect for, a diverse population.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

***Education:***

Bachelor's degree in a related field.

***Experience:***

Increasingly responsible professional management experience in fundraising, alumni relations, or related field.