THE CATHOLIC UNIVERSITY OF AMERICA

Director, Alumni Relations (full-time, 35 hours/week)
Columbus School of Law
Position 101768

Position Summary: To create and implement programs that engage more than 10,000 alumni and foster networking opportunities, professional development, social interaction, and good will towards the Columbus School of Law and the tradition and mission of the institution. Cultivation, fundraising and stewardship of donors to the Columbus School of Law. This position conceives and implements all aspects of the Alumni Relations programs including all social events, regional activities, reunions, lectures, etc. designed to meet the mutual needs of the Law School and the Alumni Community of over 10,000 members.

Essential Responsibilities Include: Supports departmental efforts to manage and direct all efforts regarding Law School alumni activities including Reunions, regional volunteer committees, and Supreme Court Swearing-in. Active role in supporting and maintaining relationship with Law Alumni Council and Board of Visitors. Works extensively with Alumni Volunteers and faculty to create programs appealing to a wide variety of ages and interests. Works closely with other senior staff in department to identify and cultivate relationships with alumni and friends for development opportunities. Writes, edits and proofs invitation copy; alumni news for magazine, emails, website content, daily social media communications and other text produced or printed for public viewing, including the Alumni Directory, E-Newsletters, Class Notes, CUA Lawyer, etc.

Supports department efforts to provide all backup materials for senior staff and faculty for all Alumni events, such as biographical data on leadership alumni, speaking notes for Dean, etc. Works with Admissions and Career Services in setting up regional admitted students’ receptions with Alumni in order to effectively recruit and matriculate quality students. Manages a pool of prospects and holds at least 75 visits with alumni annually. Works to identify Alumni who can assist in networking, mentoring or participating in panel presentations, as well as honorees and sponsorship opportunities. Serves as the department’s liaison to the law school faculty and addresses the programmatic requests of the specialized institutes.

Minimum Qualifications: A Bachelor’s Degree with three (3) to five (5) years of experience in alumni, development, event planning or administrative experience with non-profit or educational institutions preferred. Experience working with volunteers preferred. Ability to communicate publicly at networking events, addressing a variety of audiences such as alumni and the Board of Visitors. Proficiency with MS Word application (Outlook, Excel, Word, PowerPoint). Database experience required, Raiser’s Edge preferred. Attention to detail needed; ability to work well in a fast paced environment, multi-task, organize and prioritizes duties. Ability to work independently or as part of a team, depending on project, good people skills, ability to work some nights/weekends and ability to travel. Excellent written, oral and analytical skills. Flexibility and self-motivated. The ability to drive a vehicle (campus or non-campus) on behalf of university business.

Possession of current and valid U.S. driver’s license appropriate to the type of university vehicle and an acceptable Motor Vehicle Driving Record (MVR) as stipulated in the Vehicle Guidelines and Procedures Manual administered through the office of Environmental Health and Safety. Annual clearance of MVR check through the Office of Environmental Health and Safety.

How to apply: forward application, resume, and cover letter with salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101768 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission. Applications close on 11/30/16.

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