



POSITION ANNOUNCEMENT Director of Alumni Relations

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Director of Alumni Relations** for its University Relations Office on the Mount Vernon main campus. The position reports to the Vice President for University Relations and is available immediately, upon appointment of a successful candidate. The University salary for this position is dependent upon qualifications and experience. A full complement of benefits is provided including a health care plan, retirement plan, and tuition assistance (for self and dependents). The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

Primary responsibilities include: providing oversight and leadership formation and implementation of programs, events and policies relating to MVNU's alumni programs, the organizational planning and management of MVNU's program to encourage enrollment, and strategically engaging alumni in support of the University. In this capacity, the Director serves as the principal liaison between the University and the respective Alumni Council, as well as MVNU alumni.

Provide Oversight of Alumni Relations Program

- Create, implement, and promote alumni programs, policy, and procedures in support of the University's strategic plan, mission, and vision
- Provide leadership and management of the Alumni Relations department. Establish departmental objectives and work plans; develop and manage annual budget; provide oversight of department staff; and oversee the strategic planning process
- Provide management and oversight for all alumni-related programs and activities (e.g., Homecoming, etc). Work with campus groups, volunteers, and advisory committees in planning and implementing activities and services of interest to MVNU alumni

Oversee and Continually Improve Alumni Network and Chapters

- Establish and build relationships with a wide range of alumni locally, regionally, nationally, and internationally
- Oversee the development and growth of local and regional alumni chapters to develop a network of 'key alumni' in those areas to represent MVNU to other alumni, churches, prospective students, and potential donors
- Work closely with the Alumni council building its capacity to maintain and grow strong and productive relationships between MVNU alumni and the academic and administrative leadership on campus.
- Develop and maintain an effective program for current students to become supportive alumni
- Travel frequently to meet with alumni and lead alumni gatherings designed to engage alumni and friends of MVNU, including special events and projects, both on and off campus. Weekend and evening travel is required in this position

Campus Collaboration

- Develop and enact a plan for graduating class giving; collaborate with and empower class liaisons and partners
- Work with the Assistant Vice President for Development to increase support from alumni; routinely identify, qualify, and manage alumni prospects for gifts; utilize Raiser's Edge NXT and prospect management meetings to track development-related activities.
- Collaborate with the Director of Admissions on recruitment efforts as they relate to alumni to enrich the Legacy Program (children of Alumni). Provide insight for alumni involvement in the Admissions process.

Collaborate with the Director Maintain and Develop Communication Channels with Alumni

- Maintain an effective communication system with alumni through personal visits, phone calls, group meetings, letters, cards, e-mail, and social networking. Serve as a liaison to the alumni to keep them connected to each other and the University
- Ensure accurate and complete alumni database records, capture contact, biographical, and career information of alumni via surveys, projects, correspondence, website, events, postal returns, etc.
- Assist in the production of the Alumni section in the MV NOW magazine and regularly review alumni-related information on the website.
- Assist the Director of Communications in the preparation and distribution of alumni news including contributing to the MVNU Alumni e-newsletter.
- of Career Services for opportunities to connect with alumni who are seeking internships, positions, or employment.
- Other duties as assigned.

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's degree required, Master's preferred
- A minimum of 2-4 years in higher education or related experience preferred
- Understanding of and commitment to the spiritual mission of the University
- Ability to exercise critical human relations skills in establishing and maintaining effective working relationships with university personnel and the public
- Must be able to work strategically and cooperatively in a team environment
- Ability to effectively recruit, train and manage a corps of volunteers and supervise student workers
- Excellent verbal and written communication skills
- Ability to lift 25 lbs

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.