

Assistant Manager, Advancement & Alumni
(Communications)
Singapore Institute of Technology

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Posted Jun. 13, 2023, set to expire Jul. 5, 2024

Job Title Assistant Manager, Advancement & Alumni (Communications)
Department Advancement and Alumni
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jun. 13, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Development/Institutional Advancement
Alumni Relations

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498442/assistant-manager-advancement-alumni-communications>

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Job Description

Assistant Manager, Advancement & Alumni (Communications)

Job no: 498442

Department: Advancement and Alumni

Contract type: Temporary

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Reporting directly to the Deputy Director, this position supports the Advancement & Alumni Division's

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work in deepening and widening philanthropic support and alumni engagement to further SIT's vision and mission, primarily through coordinating and managing targeted communications and marketing projects.

Key Responsibilities

- Actively participate in developing and implementing communications and marketing strategies for alumni and donor engagement by leveraging multichannel solutions and messaging
- Advancement and Alumni communication: write/ edit/ design creative and powerful and compelling proposals, visually effective presentations, content for print and electronic newsletters; fundraising collateral, alumni event collateral, speeches, appreciation letters, web content, in-depth research, stewardship reports and other fundraising, donor stewardship and alumni engagement content (print and electronic)
- Project management: Coordinate and oversee workflow of projects by ensuring timely preparation, production and delivery of projects; work with design houses to produce newsletters, brochures, stewardship reports and other related collaterals as needed
- Work with various institutional stakeholders where needed to implementation of Advancement & Alumni communication strategies and plans.
- Support other advancement & alumni services and processes as needed.

Job Requirements

- Possess a good university degree in communications or a related discipline, with at least 3 years of relevant experience
- A professional background or training in graphic/ web design/ photography will be a plus.
- Experience in advancement or development in a university / institute of higher learning / non-profit organisations would be strongly favoured.

The successful candidate will be offered an initial 1-year contract with a view to renewal.

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Advertised: 13 Jun 2023 Singapore Standard Time

Applications close: 12 Jul 2023 Singapore Standard Time

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

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