

Assistant Director, Alumni Networking & Affinity
Auburn University

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Posted Apr. 20, 2022, set to expire Sep. 2, 2022

Job Title	Assistant Director, Alumni Networking & Affinity
Department	Vice President for Alumni Affairs
Institution	Auburn University Auburn, Alabama
Date Posted	Apr. 20, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Alumni Relations
Job Website	https://www.auemployment.com/postings/29024

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Job Description

Job Summary

Reporting to the Senior Director of Alumni and Gift Success, the Assistant Director of Alumni Networking and Affinity Programs develops and collaboratively implements programming to guide and inspire engagement to align with advancement goals. Responsible for strategically developing, implementing, and executing affinity and networking initiatives with a focus on the diverse interests of Auburn University's alumni and friends. An affinity group is any set of alumni who share a common student experience, interest, identity, or purpose, who can be brought together in-person or digitally to engage with each other and with the university.

Essential Functions

Leads the daily operations and implements strategic goals for the development of affinity engagement opportunities.

Manages the daily operations of a team to include training, conducting formal performance evaluations, and making decisions or having significant input into pay and hiring and firing decisions. Delegates



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work, as applicable, ensuring accurate and timely completion; assists staff in resolving complex and non-routine issues.

Identifies, recruits, cultivates, and encourages volunteers to engage in affinity programs that encourage resource development and establish meaningful connections.

Provides direction and oversight of the Auburn Alumni Association Black Alumni Council and other established affinity leadership groups.

Works with other advancement staff to ensure all affinity based programs offer high quality and meaningful experiences, are fiscally sound, and effectively reach target audiences through communication and marketing channels to advance objectives.

Performs other duties as assigned.

Minimum Education and Experience

Education Level Bachelor's degree from an accredited institution

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact