

Director of Alumni & Donor Relations and Event Manager
LSU AgCenter

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Posted Sep. 15, 2023, set to expire Jan. 15, 2024

Job Title	Director of Alumni & Donor Relations and Event Manager
Department	East Baton Rouge Parish
Institution	LSU AgCenter Baton Rouge, Louisiana
Date Posted	Sep. 15, 2023
Application Deadline	Oct. 15, 2023
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Development/Institutional Advancement Alumni Relations
Apply Online Here	https://lsu.wd1.myworkdayjobs.com/LSU
Apply By Email	
Job Description	

POSITION VACANCY ANNOUNCEMENT - R00087081

The LSU Agricultural Center is currently seeking applicants for the position of Director of Alumni and Donor Relations and Events Manager. The incumbent will serve the LSU AgCenter and College of Agriculture and is responsible for designing, directing, and implementing comprehensive alumni and donor relations programming. These efforts will promote interaction with and recognition of alumni and donors at all levels and raise funds to support College and AgCenter priorities. In addition, there are duties relating to managing AgCenter and College events at the discretion and direction of the Vice President & Dean.

This is an unclassified position with responsibility for performing and providing coordination of a wide

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range of activities including, but not limited to, the following:

Alumni and Donor Relations

- Manages all aspects of COA's Alumni & Friends Association - triannual board meetings, membership, volunteer fundraising, outreach/mentoring, and student/faculty engagement.
- Work with COA Alumni and administration to facilitate the annual COA Awards Reception in addition to the annual fundraiser, Cocktails & Cuisine.
- Coordinate biannual tailgates and alumni socials/receptions as needed.
- Coordinate and solicit sponsorship for annual Cocktails & Cuisine fundraiser.
- Manage activities related to Dean's Council: identify potential members; solicit membership; coordinate annual dinner.
- Participate in fundraising activities to support the AgCenter and the College of Agriculture as directed by the Vice President & Dean.
- Work with development team to create a plan of events and activities on campus and throughout Louisiana and surrounding states, as well as collaborations with the president's office and other colleges when appropriate.
- Work with the College's & AgCenter's communication staff to develop donor related materials and communications.
- Advise the Vice President and Dean in developing and implementing alumni relations strategies.
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Keep records and directories of all alumni members.

- Assess the COA-related events and fundraising programs.

Event Management

- Plan and support events related to the College of Agriculture and AgCenter as needed. Including alumni relations events, faculty, staff and student recognition events, external engagement events, and other events as needed.

Scholarships & Other Duties as Assigned

- Manage scholarships in Blackbaud Award Management system, coordinate scholarship committee, and ensure assignment of scholarships.
- Other duties as assigned.

Qualification Requirements: Baccalaureate degree in a related field and a minimum of five years of related experience. Master's or higher degree and previous experience in a higher education setting preferred. Ability to work well with various stakeholder groups while being client-focused, flexible, and creative. Strong written and verbal communication skills, with the ability to deliver polished and organized materials and presentations. Demonstrated success in developing or maintaining relationships and partnerships. Requires strong organizational, fiscal management, interpersonal, and information technology skills.



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Salary and Benefits: Salary will be commensurate with education and experience. The LSU AgCenter has an attractive benefits package with a wide variety of benefit options. Benefits offered include retirement, multiple medical insurance options, supplemental insurances (dental, life, long-term disability, accident, vision, long-term care, etc.), Tax Saver Flexible Benefits Plan (saves tax dollars on some child care and medical expenses), university holidays (14 per year, typically includes a week off at Christmas), generous annual (vacation) and sick leave benefits, Employee Assistance Program, and possible educational leave and tuition exemption for coursework at campuses of the LSU System. Specific benefits depend on job category, percent effort and length of employment.

Date Available: Upon completion of the selection process.

Application Deadline: October 15, 2023, or until a suitable candidate is identified.

Application Procedure: Apply online at <https://lsu.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching a cover letter, current resume, official university transcripts, and contact information for three professional references. Paper, faxed, or e-mailed application materials will not be accepted. Questions may be directed to:

Dr. Allen Rutherford

Executive Associate Dean

LSU Agricultural Center and College of Agriculture

225-578-4187

druther@lsu.edu



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The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment. An Equal Opportunity Employer.

Contact Information

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

Contact

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