

Assistant Director of Alumni Engagement and Giving
Marian University

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Downloaded On: Aug. 10, 2024 5:52am

Posted Feb. 8, 2024, set to expire Dec. 14, 2024

Job Title	Assistant Director of Alumni Engagement and Giving
Department	Alumni Engagement
Institution	Marian University Indianapolis, Indiana
Date Posted	Feb. 8, 2024
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://marian.peopleadmin.com/postings/3619
Apply By Email	
Job Description	

Position Title:Assistant Director of Alumni Engagement and Giving

Job Description

As part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks an Assistant Director of Alumni Engagement and Giving to promote our Catholic Franciscan mission and identity by supporting all aspects of alumni engagement and serving as a catalyst to inspire alumni charitable giving to Marian. Reporting to the Executive Director of Alumni Engagement, the Assistant Director will assist in establishing, developing, and maintaining relationships with alumni to lead to increased engagement, as defined by the “Six T’s”.

The ideal candidate for this role must be a proactive, creative, and tenacious problem-solver;

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unfailingly positive, engaging, and gracious; a careful listener with high emotional intelligence; professional, poised, and polished; an exceptional communicator and brand ambassador. Success is defined by providing and facilitating programming, communications, and relationship building opportunities to significantly broaden stakeholder engagement and increase philanthropic support by the 20,000+ (and growing!) alumni of Marian University

Essential Duties and Responsibilities:

- Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.
- Prioritize engagement as defined by the “Six Ts”: time, talent, treasure, ties, testimony, and trust; work to ensure at least 20 percent of Marian’s alumni are engaged in one of these capacities annually.
- Play a pivotal role in accelerating growth to 15 percent alumni giving, expanding the base of donors; while utilizing industry standard fundraising best practices.
- Serves as an ambassador connecting with alumni and providing them with opportunities to become/remain engaged in the life of Marian University and see their philanthropic support making a difference.
- With the support of the Advancement Services team, and student intern(s), coordinate alumni events and communications with omni-channel presence including, but not limited to:
 - Alumni events; this position is required to provide day-of support
 - Social media channels
 - Monthly email newsletters/updates
 - University magazine content
 - CORE powered by 12 Twenty platform for alumni
 - Alumni website (marian.edu/alumni)
 - Alumni LinkedIn group
- Assist in growing the engagement of alumni with concentration on reunion classes, young alumni, alumni faculty/staff members, and alumni parents of current students (legacy).
- With the Executive Director of Alumni Engagement, participate in the management of affinity alumni groups as a part of the Marian University Alumni Association (MUAA).
- Prioritize recruitment and engagement efforts for GOLD (Graduates of the Last Decade) and the young alumni community, including current student philanthropy.
- Possesses strong organizational skills, the ability to juggle multiple projects and priorities, and the ability to develop relationships with people of all backgrounds and experiences
- Provide day-of support to events coordinated by the Office of Institutional Advancement as

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requested (Gala, Clayton Family Circle of Honor, President's Appreciation Dinner, Scholarship Reception, golf outing, home athletic competitions, Homecoming, Family Weekend, etc.).

- Participate in all necessary/required university events, and other duties as assigned.

Required Qualification:

- A bachelor's degree in a related field.
- Knowledge of and a commitment to the mission of Marian University.
- Two to five years of related work experience.
- Excellent communication and interpersonal skills and the emotional intelligence enabling the candidate to work collaboratively and courteously with colleagues throughout the University, alumni, other constituents and the public.
- Strong planning, marketing, and organizational skills.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines in a high-pressure environment with competing priorities.
- Eagerness to perform additional duties as assigned and assist with special projects as assigned.
- Exceptional interpersonal and communication skills using verbal, written, and electronic mediums.
- Excels at both working independently and thriving as part of a collaborative team.
- Willingness to conform to shifting priorities, demands, and timelines through analysis and problem-solving skills.
- Be highly detail oriented and have an effective skillset in Microsoft Office programs.
- Exhibit professionalism and high ethical standards for maintaining confidential information.
- Must have strong computer skills and outstanding communication—both oral and written—and outstanding interpersonal skills.
- Must be well-organized, self-starter, a collaborative planner, and work with members of the Institutional Advancement team individually and in groups, and at times with limited supervision.
- Understand that events and activities outside of work hours—including some nights and weekends—are necessary to perform the duties of this job satisfactorily.

Review of applications will begin immediately and continue until the position is filled. Applications require responses to the supplemental mission questions.

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.



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Contact Information

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

Contact

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