

Director of Alumni Relations
Marian University

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Posted Aug. 9, 2024, set to expire Dec. 14, 2024

Job Title Director of Alumni Relations
Department Institutional Advancement
Institution Marian University
Indianapolis, Indiana

Date Posted Aug. 9, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Alumni Relations

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=c9df82c6-8735-4712-93a2-a516f5bf1949>

Apply By Email

Job Description

Job Details

Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks a Director of Alumni Relations who will promote our Catholic Franciscan mission and identity by representing Marian University to its alumni through multi-channel approaches, including direct mail, digital marketing, personal outreach, and social media.

The Marian University Advancement Team is looking for a motivated, thoughtful, and outgoing professional to join us as the Director of Alumni Relations. This role involves leading and innovating our alumni engagement efforts, with a focus on increasing participation among our 20,000+ (and

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growing) alumni base.

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.
- * Develop, manage, and execute a premier alumni relations program.
- * Prioritize alumni engagement through the “Six Ts”: Time, Talent, Treasure, Ties, Testimony, and Trust, aiming to have at least 30% of Marian’s alumni engaged in one or more of these areas annually.
- * Serve as the primary liaison to the Marian University Alumni Association (MUAA) and Affinity Groups.
- * Recruit, retain, and develop volunteers to support alumni and advancement programs.
- * Collaborate with the Alumni Engagement Specialist.
- * Thrive in a fast-paced, aspirational environment with a proactive approach to work, including attending events outside of regular work hours.
- * Partner with the advancement team to enhance alumni giving (the Treasure “T”).

Required Qualifications:

- * Bachelor’s degree from an accredited institution.
- * Strong interpersonal skills with experience in face-to-face interactions.
- * Excellent communication skills, both written and verbal.
- * Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

- * Cover Letter
- * Current resume or CV
- * Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.
- * Responses to the supplementary mission & identity questions.

Please Review Marian University’s Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>



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

Contact Information

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

Contact

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