

Assistant Director of Alumni Engagement
Stevens Institute of Technology

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Posted Aug. 22, 2024, set to expire Jul. 12, 2025

Job Title Assistant Director of Alumni Engagement
Department Annual Giving and Alumni Engagement
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Aug. 22, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Alumni Relations

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Alumni-Engagement_RQ28407

Apply By Email

Job Description

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The Assistant Director of Alumni Engagement supports the Office of Development and Alumni Engagement's goal of increasing engagement through philanthropy, volunteerism and trending programs. More specifically, the Assistant Director is responsible for leading regional and affinity-focused engagement efforts, overseeing volunteer cultivation and management for these programs, and developing a comprehensive strategy that maximizes engagement through regional and affinity channels.

Reporting to the Director of Alumni Engagement, the Assistant Director will be an externally facing member of the team, having regular contact with leadership-level alumni, donors, faculty, staff, current

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students and other members of the Stevens community.

Specific Responsibilities:

- Create multi-year engagement strategies for all regional and affinity groups including events management, communications and volunteerism that are representative and inclusive with other affinity groups, athletics, schools, and Stevens initiatives
- Develop a larger regional strategy for how Development and Alumni Engagement and Stevens approaches engaging with alumni around the world
- Manage a portfolio of regional and affinity-focused undergraduate alumni volunteers (including identification, recruitment, onboarding and retention) to create a robust peer-to-peer network designed to keep alumni connected and engaged within the Stevens community.
- Oversee an expansive slate of virtual and in-person regional programs that highlight alumni, faculty, and Stevens priorities
- Liaise with the Stevens Alumni Association's Engagement Committee to develop, manage and execute on the committee's annual goals.
- Manage Greek affinity groups, including serving as a point of contact for student life, Greek headquarters organizations, and individual chapter initiatives
- Provide tactical support for regional and affinity alumni groups including the coordination of communications, provisioning of applicable data and reports, scheduling of meetings and archival of sensitive documents and materials.
- Serve as a main point of contact with the Athletics Department, partnering on hallmark sporting events, engaging with alumni who participated in varsity sports and supporting targeted annual giving campaigns such as the #AllRise Challenge.
- Collaborate with other team members to conceptualize and develop signature events including Alumni Weekend, reunion celebrations and class gatherings.
- Have the ability to work evenings and weekends and to travel as required.
- Develop and manage other projects to advance the goals of the office as needed.

Qualifications:

- A bachelor's degree required; advanced degree preferred.
- A minimum of 3-5 years of progressively responsible experience in volunteer management, program strategy and execution, and strategy development, preferably in a higher education setting
- Exceptional written and verbal communication, analytic, and organizational skills, as well as display a commitment to succeed in this visible and measurable position.
- Ability to manage and prioritize multiple projects and programs.
- A demonstrated capacity to motivate others, and the ability to work effectively with other staff

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members and campus representatives.

- Proficiency with development software systems and advanced experience with the Microsoft Office Suite is preferred.

Department

Annual Giving and Alumni Engagement

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans'



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Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

NSF ADVANCE Institution Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

Contact Information

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

Contact