

Associate Director of Alumni Outreach
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=261568>

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Posted Aug. 22, 2025, set to expire Dec. 22, 2025

Job Title	Associate Director of Alumni Outreach
Department	ALUMNI OFFICE-C/W
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Aug. 22, 2025
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://jobs.odu.edu/postings/23975
Apply By Email	
Job Description	

Job Summary

The Associate Director of Alumni Outreach is to serve as a staff liaison for various alumni chapters and assist with the creation of alumni chapters and other affiliated groups as well as assist with admission programs. The Associate Director will also assist with all Outreach communication pieces. This position will serve as the primary liaison from the Office of Alumni Relations for ODU commencement ceremonies held bi-annually and the annual NPHC Reunion held each year during Homecoming. The position will report to the Director of Alumni Relations.

Position Type

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FullTime

Type of Recruitment

General Public

Minimum Qualifications

- **Master's Degree or a Bachelor's degree with the experience equivalent to an advanced degree. Degree in Higher Education, Volunteer Management or Non-profit Management is preferred.**
- Demonstrated exceptional communication skills, including the ability to give presentations to diverse audiences through a variety of media and means.
- A proactive approach to work effectively with administration, faculty, volunteers, alumni and students.
- Demonstrated experience with LinkedIn, Raisers Edge or similar software, Microsoft Office and an online event registration system such as Anthology.
- Personal initiative and ability to work independently, while at the same time contributing to overall team goals.
- Ability to work nights and weekends in support of alumni association and office events both on and off campus.
- Valid Driver's license with insurable record.
- Considerable experience in higher education, ideally in alumni relations, development or public relations or other non-profit management – based position.
- Experience in working with volunteers, individually and with boards/leadership teams as well as event planning skills.

Contact Information

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

Contact

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