**JOB DESCRIPTION**

**Senior Associate Director of Alumni Affairs**

**Definition of Class**
This is a supervisory position in which the incumbent serves as alumni relations representative for various academic departments, committees, and organizations and participates in fundraising for campaign projects. The incumbent exercises discretion and independent judgment in planning, executing, and administering special events and programs, preparing and monitoring budgets, and developing personal relationships with alumni, friends, and fans through personal contact and written correspondence. Supervision is exercised over support staff positions and volunteers. Incumbent works under the general supervision of the Executive Director of Alumni Affairs.

**Examples of Work Performed**
Identifies and cultivates friends; develops and participates in fund raising activities for campaign projects. Develops agendas and attends meetings for management and steering committees.

Prepares the budgets; attends board meetings; prepares publications; coordinates and attends annual meetings, reunions, and social activities for specified academic departments.

Supervises the work of support staff, student workers, and volunteers; assigns work to ensure proper distribution.

Analyzes and compiles reports as required.

Oversees the Alumni Club Program nationwide.

Represents the University at Alumni Club and chapter meetings; attends University athletic events and related functions as necessary.

Works closely with annual fund campaign.

Oversees departmental activities in the absence of the executive director.

Serves as signatory officer for departmental expenditures and purchases.

Plans and oversees the development of publications and public relations for specified academic departments.

Assists Deans in developing events and programs to promote respective schools and increase participation in alumni associations and activities.

Coordinates various scholarship programs.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Represents the University at alumni meetings, athletic events, and related functions.

2. Supervises and coordinates the activities of support staff and volunteers.

3. Plans budgets, meetings, projects, reunions, and other activities for specified academic departments.

4. Oversees the nationwide Alumni Club Program.
5. Plans, executes, and administers the major gifts programs for campaigns projects.

6. Coordinates various scholarship programs.

7. Cultivates and solicits donations from individuals, foundations, corporations, and government agencies for campaign projects.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to walk; sit; reach with hands and arms; stoop, kneel, crouch or bend; and use hands to finger, handle, or feel objects, tools or controls.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university.

  AND

- **Experience:** Three (3) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.*

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.