

## **DIRECTOR OF ALUMNI ENGAGEMENT**

### **JOB SUMMARY**

The Director of Alumni Engagement is responsible for cultivating meaningful relationships with CIVIC alumni and supporting their continued connection to the organization. This position manages alumni communications, events, and engagement initiatives, and provides programmatic and development support to CIVIC's Executive Leadership Program. The Director works collaboratively with internal staff and reports to the President & CEO.

### **ESSENTIAL FUNCTIONS**

#### **1. Alumni Engagement & Relations**

- Manage alumni engagement efforts, including communication and membership renewals.
- Serve as the primary point of contact for alumni, building relationships to understand their interests, needs, and opportunities for involvement.
- Coordinate alumni-related events, including venue research, vendor coordination, and on-site support, to encourage ongoing engagement with CIVIC and its initiatives.
- Maintain accurate records of alumni engagement, participation, contributions, milestones, and professional achievements.
- Drive alumni membership growth using recruitment, retention, and renewal efforts, including outreach campaigns, engagement touchpoints, and revenue tracking.
- Support sponsorship and fundraising efforts related to alumni and program initiatives, including identifying prospects, assisting with outreach, and coordinating stewardship activities.

#### **2. Executive Program Support**

- Provide operational and administrative support for the CIVIC Executive Leadership Program from nomination through program completion.
- Coordinate logistics for program events, including speaker communication, attendance tracking, and participant correspondence.
- Assist with program communications, scheduling, and materials in collaboration with CIVIC leadership.



- Support Community Impact Initiatives by assisting with coordination and communications related to alumni and executive participants.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Experience in event and/or program coordination and logistics management.
- Strong written and verbal professional communication skills, with the ability to engage a wide range of stakeholders.
- Working knowledge of customer relationship management (CRM) databases, project management tools, and nonprofit communications.
- Budget tracking, reporting, and administrative skills.
- Proficiency in Microsoft Word, Excel, Outlook, and Canva (or similar tools).

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree required.
- Minimum of 5–7 years of experience in nonprofit development, membership engagement/alumni relations, or client/stakeholder relationship development.

## **SALARY**

This is a full-time, salaried, exempt position with a salary range of **\$60,000–\$70,000**, commensurate with experience. This is an office-based position with occasional evening and weekend work required for events.

## **EQUAL EMPLOYMENT OPPORTUNITY**

CIVIC Leadership Institute is an equal opportunity employer. We value diversity and are committed to fostering an inclusive environment for all employees.

## **APPLICATION PROCESS**

Email your cover letter and résumé to [executiveprograms@civichr.org](mailto:executiveprograms@civichr.org) or submit it online at <https://www.civichr.org/about/career-opportunities/> by April 1, 2026. All inquiries are confidential.