

Alumni Relations Officer, Volunteer Engagement

Job Summary

Rhode Island School of Design seeks a talented professional to join the Office of Institutional Engagement. The Alumni Relations Officer, Volunteer Engagement will support increased alumni engagement by coordinating and executing various new and established programs offering volunteer opportunities within the Alumni Association. This position will also develop and execute new alumni and student engagement programs and opportunities to develop strong relationships between the two groups, familiarizing students with the alumni network and encouraging connections to RISD well beyond graduation.

Essential Functions

- Develop reunion class affinity programs: identify and work with alumni volunteers to plan class celebrations during RISD Alumni Reunion Weekend, off-campus reunion celebrations and affinity group reunion events. Collaborate with development staff to introduce class gift program. Oversee all aspects of program planning including creating promotional materials, forms/applications, online event registration, invitations and notifications using various web applications, email and social media, vendor coordination, and budget tracking.
- Expand current programs and discover and develop new opportunities to connect alumni with students, forging working relationships with student facing offices on campus, such as, but not limited to, participation in Founders Day/ RISD Serves activities, MLK events, RISD LEADS programs, student club activities. Identify graduating students for young alumni programs to develop as leaders and participants.
- Create an annual volunteer summit on campus with on-boarding, training, recognition, and celebration of volunteers, including student volunteers where appropriate, and with a virtual engagement component. Host virtual and in-person meetings in support of volunteers during the year. Identify and cultivate potential new alumni volunteers for participation in clubs, affinity groups, and Alumni Association committees.
- Expand programming for families at signature on-campus events, especially RISD Weekend. Develop communication plans to keep parents informed and engaged with the life of the campus, collecting news and information from campus partners.
- Working with RISD admissions, develop programming in support of admission goals by connecting alumni with prospective students to inform and inspire them such as in person and virtual portfolio reviews, sharing stories and inspiration during on-campus informational sessions, and admissions ambassador opportunities for alumni and current parent volunteers.
- Utilize Institutional Engagement database system to track alumni and student volunteer participation in all programs.

Knowledge/Skills/Experience

- Bachelor's degree required.
- Three years progressively responsible alumni relations and/or development experience preferred with some experience managing and fostering productive relationships with leadership volunteers.
- Must demonstrate sensitivity to individuals of varying backgrounds, including but not limited to, racial, ethnic, religious, gender, cultural, ability, sexual orientation and socioeconomic.
- Must have knowledge of, or experience with digital, social media, and diverse mediums of communication.
- Strong time management skills. Demonstrated ability to organize, prioritize and complete multiple tasks simultaneously with close attention to detail and under deadlines.
- Must be able to work independently and as part of a team.

- Demonstrated experience with alumni and development databases (Raiser's Edge preferred) and strong computer skills in programs such as Word, Excel, and Powerpoint.
- Ability to write persuasively and strong interpersonal skills.
- Strong work ethic, attention to detail, and engaging nature.
- Ability to comfortably and effectively speak in public and make presentations in meetings.
- Ability to interact and correspond professionally with senior staff and distinguished alumni.
- Ability to manage and monitor budgets and expenses.

Apply online:

https://risd.wd5.myworkdayjobs.com/RISD/job/Providence/Alumni-Relations-Officer--Volunteer-Engagement_R-0040

6

Documents Needed to Apply:

Resume

Cover Letter