

Assistant Director II, Alumnae Relations

Job Description:

The Assistant Director, Alumnae Relations (II) supports the goals of the Alumnae Relations department which include maximizing the involvement of all Mount alumnae, increasing financial support of the University, and strengthening the linkages among alumnae, students, staff and faculty. As part of this effort, the Assistant Director (II) supports programming, volunteer opportunities, and communication for the University's 26,000+ alumnae. The Assistant Director (II) will also support the department's goal of building a culture of philanthropy among the Mount community by managing a Mount Traditions program, and supporting other philanthropic initiatives as assigned.

Work Location: Doheny Campus (Downtown Los Angeles). Hybrid work schedule available.

Start Date: Immediately

Applications Deadline: Open until filled

Annual Salary Rate Range: \$75,000.00

Monthly Salary Rate Range: \$6,250.00

Hiring salary can be above the posted pay range if candidate's qualifications are determined to be above the minimum requirements of the position description.

Duties and Responsibilities:

- Liaises with Office of Career Services and manage (M)POWER collaborations which involve alumnae/i
- Develops and implement the Mount Traditions program and liaise with Division of Student Affairs to realize alumnae-student engagement opportunities
- Assists Director with monthly production and distribution of Alumnae Newsletter, event announcements and invitations and other digital communications promoting alumnae content
- Serves as Alumnae Association's social media manager and develop appropriate cadence and protocols for social media (including volunteer influencers as needed)
- Manages Alumnae/i Benefits program (Credit Card, Travel, Insurance, Gym Memberships, etc.)

- Serves as Customer Service Representative and actively monitor and respond to inquiries and submissions to Alumnae Association email inbox (alums@msmu.edu)
- Provides logistical support for all Alumnae/i events and other events as requested by Director
- Coordinates a quarterly Campus Partnerships Council to build collaborations and provide consistent alumnae relations information and partnership
- Assists Director with budget reconciliation
- Other duties as assigned

Other Duties and Responsibilities:

- Excellent speaking and communications skills - this role is outward facing and represents the University.
- Ability to work evenings, weekends, and flexible schedule, as assigned.
- Occasional travel required.
- Perform other job-related duties, as assigned.

Requirements:

Knowledge

- Strong working knowledge of Raiser's Edge database system, Outlook, Microsoft Office software applications.
- Strong ability to coordinate multiple activities and timelines and meet deadlines.

Abilities and Skills

- Ability to work effectively in a fast-paced setting.
- Effectively manage tasks, set priorities and creatively solve problems.
- Exercise sound judgment and decision making.
- Detail-oriented, flexible and proactive.
- Ability to keep abreast of updates and changes within the alumni relations field.
- Excellent written and oral communication skills.

- Demonstrated skill in managing multiple projects and working with members of other campus departments.
- Ability to articulate the mission and values of a Mount Saint Mary's University education and forge strong working relationships with others.
- Demonstrated ability to recruit, support, and recognize volunteers and to facilitate meetings with confidence and tact.
- Commitment to equity, inclusion, and representing the diversity of the alumnae body in programming and communications.
- Strong capacity for engaging confidence and trust among team members, colleagues, alumnae, and volunteers.

Education

- Bachelor's degree is required

Experience

- 2-3 years of experience in advancement or a non-profit setting, preferably within higher education
- Mount Saint Mary's University alumna strongly preferred.

Application Instructions: www.bit.ly/ADAR1125

Please submit a resume and cover letter.

Applicants must be able to provide proof of eligibility to work in the United States. The University will not assist applicants with any visa matters.

A background check will be required.

Employees may disclose their COVID-19 vaccination status with MSMU's Human Resources on a voluntary basis. Some MSMU clinical healthcare partners may require proof of COVID-19 vaccination to work at their facilities. If required, your academic division will inform you.