**Assistant Director of Alumni Engagement**

Buena Vista University has a job opening for an Assistant Director of Alumni Engagement located on the Storm Lake campus. The Assistant Director of Alumni Engagement position, in consultation with the Director of Alumni Engagement, will spend time supporting the University’s overall alumni engagement efforts meant to draw alumni closer to the institution and build affinity in an effort to maximize gift support, volunteer involvement, student recruitment, and internship and career opportunities.

**Responsibilities:**

**Alumni Engagement**

1. Provide planning support for alumni communications, programs, and events.
2. Support signature engagement events and activities under the guidance of the Director of Alumni Engagement.
3. Oversee alumni social media platforms and strategies including but not limited to; Facebook, Twitter, and LinkedIn.
4. Staff alumni and development events when requested. This will include evenings and occasional weekends.
5. Tracking alumni engagement and assessing alumni engagement programs, in consultation with the Director of Alumni Engagement, to ensure successful outcomes.

**Annual Fund & Philanthropic Engagement**

1. Participate in prospect tracking and management in alignment with established procedures and protocols which includes reporting on results, calendar plans, documentation of strategies, and participation in prospect-focused meetings.
2. Meet explicit performance objectives including the management of an assigned pool of volunteer/benefactor prospects, which requires:
	1. Completion of up to 100 face-to-face, strategic, meaningful visits per year with assigned prospects, annual benefactors and qualified discovery throughout the region.
	2. Meeting annual dollar/participation goals, which will be determined in consultation with the Director of Alumni Engagement.
	3. Preparing contact reports, acknowledgement letters, and all necessary follow-up materials upon completion of visits.
	4. Work with the Advancement Services & Alumni Engagement staff to recommend referrals, identify and execute appropriate reassignment and solicitation strategies for prospects qualified as having major gift potential.
3. Create and manage an annual student giving fundraising program that feeds into a greater culture of philanthropy at BVU.

**Qualifications/Experience:**

* A bachelor’s degree is required and experience in alumni engagement, sales, or event planning is preferred.
* Demonstrated success at relationship-building, excellent written and verbal communication skills, critical thinking, and negotiation skills.
* Proficiency with computer and development software (Raisers Edge NXT) preferred.
* Requires travel, including evening and occasional weekends.

A background check will be conducted on the final candidate.

Apply at: <https://secure4.saashr.com/ta/6013429.careers?ShowJob=268727430>

EOE/ADA/Smoke-Free Employer