All applicants must apply at https://www.aims.edu/careers.

Please note that this position closes at midnight on April 15th. For best consideration, please apply as soon as possible.

**POSITION TITLE:** Manager, Alumni & Corporate Engagement

**Instructions for all Applicants:**
In order to be considered please provide a thorough and complete application.

- Clearly document job duties performed that relate to responsibilities, qualifications, and essential job duties in the “Work Experience” section on the application. We evaluate your experience based on this information.
- Clearly outline dates of employment and hours worked per week or credit hours worked per term for each employment experience listed in the Work Experience section of the Application.
- Please make sure you state whether work experience (aka work history) is part time or full-time employment (full time is 40 or more hours per week).

Be sure to upload all the required documents listed at the bottom of the Job Description. This can be uploaded as part of your application materials in the "My Experience" section. If there are missing documents, your incomplete application will not be considered.

Upon hire, all positions at Aims Community College require a criminal background check, and may require an MVR, and/or drug screen. Keep in mind, a conviction does not automatically preclude candidates from being employed. The nature of a conviction will be considered relative to the duties of the position.

**Job Description**
The Alumni and Corporate Engagement Manager is responsible for cultivating relationships with Corporate partners and Alumni. This dual focus will allow for the Foundation and Aims to:

- Create meaningful education to employment pathways;
- Support curriculum development to ensure student outcomes, skills and knowledge to meet the needs of local employers;
- Determine where Aims alumni are employed;
- Create collaborative college-wide relationships in support of workforce development and innovation as well as alumni engagement.

Engage with employed alumni to:
• Learn how Aims supported their growth and success;
• Nurture continued engagement with the college and Foundation
• Create relevant programming supporting Alumni personal and professional growth.

This position is responsible for:
• Developing and managing Alumni engagement programs focused on increasing the depth and diversity of said relationships with the College and Foundation. Programming shall include alumni personal/professional development training/classes, alumni and family events, and speaking and volunteer opportunities.
• Cultivation of corporate partners, and alumni through extensive outreach, networking, engagement, partnerships, and investment programs.
• Development and management of an annual program budget.
• Promoting Aims Community College and the Foundation within the Northern Colorado region.
• Exercising discretion and independent judgment and works under the general supervision of the Executive Director of the Foundation.

Alumni Management:
• Alumni Cultivation – Identify alumni through research and outreach via online tools, corporate visits, survey methods, and early connection with Aims students. Maintain alumni relationships and establish a cultivation and relationship development process towards a culture of engagement and philanthropy.
• Outreach – Development and implementation of an outreach and engagement plan for alumni, corporate partners and community members. This may include campus tours, Rediscover lunch/tours, special events promoting Aims and regular social events.
• Stewardship – Alumni stewardship to include regularly scheduled calling campaigns, special life event recognition, advance notification of ‘unique’ Aims activities and/or PR, and concerted engagement invitation.
• Event Management – Development of an annual event schedule for alumni engagement, from concept to execution in collaboration with the college event planner.

Corporate Engagement:
• Corporate Partner Cultivation – Develop corporate partner relationships in support of alumni employment opportunities and creation of education to employment pathways. This includes extensive internal and external networking, collaboration with college departments, attendance at Sector Partnership meetings, knowledge of local economic development interests.
• Outreach – Development and implementation of an outreach and engagement plan for corporate partners. This will include research on local corporations, especially those who employ Aims alumni, awareness of current economic development trends, regional
networking, campus tours, internal college collaboration, attendance at sector partner meetings and events, and creation of engagement proposals with Aims.

- **Stewardship** – Corporate partner stewardship to include invitations to Aims events, possible sponsorships for corporate events, campus tours, calling campaigns, hosted on campus event profiling partnerships, awareness publications on social media and in newsletters.

**Strategic Planning, Marketing & Communications:**
- Annual strategic plan development to include:
- Corporate and Alumni cultivation strategies
- Outreach and engagement opportunities for Corporate partners and alumni
- Cultivation of student stories
- Programming for alumni for personal and professional development
- Marketing of the alumni program, alumni success stories, corporate partnerships and overall awareness of the strengths of an Aims education in support of workforce development.
- Communications – Cultivate, write and publish articles, short stories and personal profiles of Aims alumni and corporate partners for publication within internal college sources, external community sources, industry and local publications, news media, blogs, Alumni Connection website, Full Circle newsletter as well as social media sources.
- Write articles for LinkedIn establishing a professional presence.

**Data Management:**
- Record external outreach, contact and engagement information with alumni and corporate partners, on Foundation’s Raisers Edge database to direct programming and outreach strategies.
- Develop and extract metrics to support program development and efficacy, to determine alumni and corporate engagement, gaps for engagement and philanthropic opportunity.
- Extract and analyze reports from all connected data software creating seamless integrations for information sharing, from the Foundation’s database to the College’s outreach CRM.

**Foundation Support:**
- Support the outreach and development of the Foundation, corporate partnerships, donor relationships and alumni engagement through participation and representation at designated regional events, assist with planning, coordination and facilitation of various alumni and Foundation events, projects and campaigns as needed.
- Back up support for the Foundation Executive Director. Extensive collaboration on fundraising development activities including donor cultivation, alumni conversations and corporate partnerships.
• Other duties as assigned.

**Required Documents:**

• Resume/CV
• Cover Letter
• Diversity Statement

Please Note: All required documents can be uploaded in the “my experience” section of the application under Required Documents.

**Minimum Payment Amount:** $53,549.00

Employees in these positions may be asked to participate in temporary assignments lasting less than 6 months (such as curriculum development, short term projects, meetings and substitute duties) which could amount to additional temporary pay.

**Pay Rate Type:** Salary

**Included with Aims Full-time Employment is a generous package of Benefits, most are listed below:**

• Benefits are effective immediately
• 100% employer provided medical & dental coverage employees (employee only option)
• 85% employer provided medical & dental coverage for employee's spouse and/or family
• Voluntary vision insurance
• Staff Annual Leave (minimum accrual of 15 days) & Sick (minimum accrual of 12 days)
• 17 paid holidays and 3 personal days each year
• Summer schedule: 4 day work week - Fridays Off
• Employer paid long-term disability and life insurance premiums
• Tuition waiver & reimbursement for employees
• Tuition waiver for dependents
• PERA employer (see [www.copera.org](http://www.copera.org) for comprehensive benefits)
• Additional supplemental benefits & retirement programs available
• Access to the PERC (Aims gym) for employee & one guest
• Free parking on all campuses

**Screening/Selection:**

If you need assistance with this process please contact Human Resources.

Initial screening will be conducted by a committee based on completed application materials.
Please be prepared to submit the following, if required:

- Cover Letter addressing qualifications relative to position requirements
- Resume
- Diversity Statement; see below
- Teaching Philosophy (for faculty positions only)
- Copy of Transcripts for all positions. Official transcripts will be required if hired for all Full Time positions

Diversity Statement Instructions

Aims Community College recognizes and celebrates diversity within our students, faculty, and staff. We are committed to equity and inclusion to improve the learning experiences of all students and the working conditions of all employees.

- In your diversity statement, please provide your interpretation of what it means to serve a diverse community and work in an inclusive environment.
- Please include specific examples for how your background, education, and/or professional experience have prepared you to fulfill those responsibilities in this position.
- As you consider what to put in your statement, please note Aims Community College is committed to equal employment opportunity and does not discriminate on the basis of race, gender, age, or any other protected class.

Aims Community College is an equal opportunity employer. Selection will be based solely on merit and will be without discrimination based on age, ancestry, color, creed, disability, ethnicity, familial status, gender, gender identity, genetic information, marital status, national origin, sex, sexual orientation, race, religion, or veteran's status. All application materials must be submitted by the closing date posted and become the property of Aims Community College. The screening committee will select finalists for interviews. The goal of Aims Community College is to enhance the diversity present in the district we serve. To comply with Immigration Reform and Control Act of 1986, if hired, you will be required to provide documents within 3 days of hire date to show your identity and your authorization to work. This law applies to all persons hired.