

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Coordinator, Alumni & Donor Relations

DATE PREPARED: Fall 2014

DATE REVISED: Fall 2016

GENERAL SUMMARY:

Responsible for the administration and management of an alumni membership program and support for donor-related initiatives. Performs a variety of ongoing functions related to the identification and cultivation of alumni and potential donor relationships.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Establish and manage alumni membership programs including marketing, sales and renewal of programs.

Responsible for the identification, development, scheduling, promotion and evaluation of project activities including, but not limited to, alumni special events, fundraisers, and reunion activities.

Schedule and implement related communication initiatives including website, newsletters and social media.

Establish and manage alumni/advisory council initiatives.

Serve as a primary liaison within the campus community to develop and implement alumni programs.

Research and implement best practices regarding alumni association development.

Responsible for the coordination of donor stewardship activities and campaigns in support of the Development Office.

Collaborate as appropriate with DCCCD Foundation database manager.

May supervise 2 or more full time staff.

Performs other duties as assigned.

PHYSICAL EFFORT REQUIRED:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Associates degree plus three (3) to four (4) years in membership, program, volunteer and/or special events management.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: - continued

- Additional one-year experience in communication and/or non-profit management or alumni relations.
- Extensive knowledge of computer technology to access data, maintain records, generate reports and communicate with others.
- Effective presentation and engagement skills.
- Requires a considerable amount of independent judgment, initiative and knowledge of the organization, accounting, policies/procedures of the DCCCD, its Foundation and external agencies.
- Ability to effectively communicate both orally and in writing to a broad variety of DCCCD staff, internal/external agencies and the general public from diverse backgrounds.
- Requires a valid driver's license and the ability to travel as required between a variety of District and community locations.
- Strong knowledge and experience providing effective customer service.
- Official transcripts will be required.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***