

Assistant Director, Alumni Engagement
The University of Rhode Island Foundation & Alumni Engagement (URIFAE)

Overview

Under the direction of the vice president of alumni engagement, the assistant director will lead, create, market, and implement assigned programs and experiences designed to inform, engage, and involve alumni, donors, parents, and friends to advance the University's mission.

These initiatives will encompass strategic engagement opportunities across college, regional, and global programming, as well as signature events, outreach efforts, and volunteer management in collaboration with development colleagues.

Responsibilities

- Set goals and objectives for assigned programs, manage associated budgets, and update databases as needed.
- Collaborate with the communications team to develop marketing strategies for engagement opportunities across print and digital platforms. Produce event materials in conjunction with the communications team and support staff.
- Develop meeting agendas, conduct meetings, document minutes, and ensure follow-through on action items.
- Represent URI effectively at local and global functions, working independently and as part of a team with campus administrators, key volunteers, donors, prospects, and other stakeholders.
- Serve as the staff liaison to development directors and regional prospects, assisting with programs that enhance regional alumni engagement and development.
- Collaborate with donor relations and prospect management teams to engage alumni, support fundraising initiatives, and increase giving.
- Work together to create and implement a strategic annual plan, proposing and developing new engagement methods through programs and experiences.
- Research and implement new trends in programming to maximize impact.
- Supervise staff, including senior program managers, program managers, program specialists, student workers, and support staff. Ensure their professional development and evaluate performance while providing coaching.
- At the discretion of the vice president of alumni engagement, act as an ambassador, traveling to local and global events such as alumni gatherings, reunions, athletic receptions, and conferences as needed.

Qualifications

- Bachelor's degree; advanced degree preferred.
- Three to five years of relevant professional experience in nonprofit or higher education preferred.
- Demonstrated supervisory and mentoring experience.
- Experience in event planning, volunteer committee management, or marketing, particularly in alumni engagement, nonprofit management, development, public affairs, or public relations (both in-person and virtual).
- Working knowledge of fundraising principles and the impact of philanthropy.
- Excellent verbal and written communication skills, including strong grammar, spelling, and proofreading abilities.
- Proven ability to follow complex verbal and written instructions with accuracy and attention to detail.
- Strong time-management skills with the ability to prioritize tasks under multiple deadlines and adapt to frequent changes.
- Ability to work collaboratively as part of a team and professionally engage with staff, faculty, vendors, volunteers, and guests, exercising discretion as needed.
- Strong interpersonal skills with experience in building and maintaining relationships across a diverse network of individuals and organizations.
- Willingness to travel and work evenings and weekends as required.
- Proficiency in social media and Microsoft Office applications (Word, Excel, PowerPoint).

If you don't fit all these qualifications, education, or experience, but believe you're still a great fit, feel free to apply and tell us why in your cover letter.

Salary Range: \$60,000-\$70,000, depending on experience.

Join the URIFAE team!

Join our team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off, and unparalleled retirement savings programs. For this position, the work schedule is three days in the office and two days of remote work. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

To provide equal employment and advancement opportunities to all individuals, employment decisions at URIFAE will be based on merit, qualifications, and abilities. URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, pregnancy, national origin, age, veteran status, physical or mental disability, sexual orientation, gender identity or expression, genetic characteristics or any other characteristic protected by law.

Applications

Email your cover letter, resume, and salary requirements to URIFAE-hr@etal.uri.edu.