

## **Program Manager, Alumni Engagement**

### **University of Rhode Island Foundation & Alumni Engagement**

#### **Overview:**

Under the direction of the assistant director of alumni engagement, this position helps lead and manage the development, marketing, implementation, and evaluation of programs and experiences designed to engage alumni, students, parents, and friends worldwide and create an affinity to the University and advance the mission of the URI Foundation & Alumni Engagement (URIFAE).

#### **Responsibilities:**

- Helps lead the development, planning, and execution of a broad range of programming and events, including but not limited to Homecoming Weekend, 50th Reunion, regional networks, the Young Alumni Council, the 10 Under 10 Awards, and the volunteer portal.
- Sets goals and objectives for all assigned programs and creates and manages associated budgets. Oversees all components of event management including day-of execution and the timely completion of required post-event processes.
- Cultivates and oversees a diverse base of volunteers for student and alumni programs by building strong, ongoing relationships, and coordinates placement of volunteers in appropriate opportunities.
- Helps train and manage support staff, including program specialists and/or student workers.
- Serves as a liaison to assigned colleges and assists in programs that support alumni engagement. Works collaboratively with URIFAE colleagues and campus partners.
- Works with the communications team to develop marketing and communications strategies for engagement opportunities and programs across various print and digital platforms. Coordinates the production of event materials (name tags, place cards, tent cards, attendee lists, signage, etc.) with the communications team and support staff.
- Supports efforts to update alumni demographic data to allow for better tracking of progress and strategic planning for the future. Collaborates on the development of long- and short-range goals and objectives for the strategic annual plan. Assists in the development of new programs and experiences to enhance engagement.
- Travels to local, regional, and national alumni outreach and engagement opportunities as necessary.
- Performs additional duties as required.

## Qualifications

- Strong professional, interpersonal, team, and leadership skills; tactfulness and flexibility in working with diverse populations.
- Excellent verbal and written communication skills, and phone/email manners. Strong grammar, spelling, and proofreading skills are essential.
- Ability to thrive in a fast-paced environment. Strong time management skills, ability to prioritize work under multiple deadlines, and to deal with frequent changes. Work on multiple events simultaneously.
- An aptitude for and commitment to learning new systems and applications is preferred.
- Demonstrated ability to carry out complex verbal and written directions with accuracy and precise attention to detail.
- Willingness to work flexible hours to conduct council meetings and attend work events during evening and weekend hours, as required.

## Education/Experience:

- A bachelor's degree and/or at least 3 years of professional experience in alumni engagement or related fields and demonstrated ability to work effectively with a diverse alumni and student base.
- Thorough knowledge and experience with Microsoft Office applications (Word, Excel, and PowerPoint), and knowledge of database management is preferred. Must be proficient with presentation and spreadsheet software.

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 Hiring Range:** \$55,000 to \$60,000 based on experience

## Join the URIFAE team!

Join our growing team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off, and retirement savings programs. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

We are pleased to offer a hybrid schedule for this position, three days in the office, and two days working remotely. One of the remote days will be either a Monday or Friday.

URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Send your **cover letter, resume, and salary requirements** to [URIFAE-hr@etal.uri.ed](mailto:URIFAE-hr@etal.uri.ed)