Director of Alumni Affairs

The Director of Alumni Affairs (DAA) reports to Vice President for Alumni Affairs and Development (VP-AAD) with responsibility for managing all aspects of a comprehensive alumni affairs program that strategically engages alumni and provides financial support to the College. The DAA is a Gift Officer with significant responsibility for the annual unrestricted fundraising goals set by the College.

Qualifications:

- Bachelor's degree from an accredited institution required.
- Minimum of four (4) years in alumni affairs and higher education/nonprofit fundraising preferred; similar experience in constituent relations and annual fundraising considered.
- A record of leadership and service that demonstrates integrity, accountability and ability to achieve high goals
- Demonstrated competence in working effectively and collaboratively with colleagues, Board members and external constituents
- Must be committed to the educational mission and identity of Brevard College

Knowledge, Skills, Ability:

- Excellent written, oral and interpersonal communication skills -- including relationship-building, influencing, and ability to secure gifts – are essential to articulate the direction and goals of the College and the fundraising program.
- Demonstrated ability to strategize, implement and build constituency programs and activities
- Strong organizational skills with consistent follow-through
- High professional and ethical standards for handling confidential information
- Previous experience planning & organizing large and small events such as Homecoming, receptions, etc.
- Ability to work effectively independently and with a team, as well as with volunteers and donors at all giving levels
- High energy, outgoing personality, positive attitude and determination are required
- Competent computer skills: Microsoft Word and Excel, Internet usage; database experience preferred

Essential Functions:

- Fulfill the Gift Officer role (see Standards below)
- Manage the Brevard College Alumni Association Board (BCAA), committees, and volunteers'
- Plan and participate in homecoming, reunions, annual giving day, select regional alumni events, and multiple activities outside of regular college hours
- Reflect, articulate, and promote the mission, vision, and identity of Brevard College
- Execute the BCAA strategic plan to directly affect prospect and donor management, ensuring benchmarks are met
- Maintain regular communications with alumni, including periodic updates and fundraising appeals
- Work with editorial board to provide guidance and content for the strategic alumni communications plan, including publications, website, direct mailings, social media, etc.; responsible for regular activity on the alumni social media outlets that promote the overall direction and success of the alumni association and Brevard College
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally, and internationally
- Must maintain the policies and procedures manual for the Alumni Affairs office

Gift Officer Standards

- Manage a robust portfolio of annual fund, reunion class, planned gift and other giving prospects.
- Follow the moves management protocols, including routine prospect management meetings with the VP-AAD, Director of Development, and other key team members, as well as a monthly travel calendar for personal visits, regular call reports, updated donor information, etc.
- Build the Brevard Society, achieving a minimum benchmark of $50,000 toward the annual unrestricted fundraising goal

- Ensure all assigned donors receive personalized stewardship to include meeting scholarship students, faculty, etc.
- Collect and update donor information, including biographical and contact information, and file timely call reports, to be turned in regularly to the Database Manager
- Prepare routine cultivation strategy meetings with the vice-president and the director of development

Please submit a letter of interest and resume to:
Cherie Tinsley McGaha
Office of Alumni Affairs and Development
One Brevard College Drive
Brevard, NC 28712
cherie.tinsley@brevard.edu

Application review begins immediately, continuing until position is filled. In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all candidates considered for employment. Brevard College seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.