

# POSITION ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>ASSISTANT DIRECTOR, ALUMNI AFFAIRS &amp; ANNUAL FUND</b>
<b>TYPE OF VACANCY:</b>	<b>MID-MANAGER</b>
<b>REPORTS TO:</b>	<b>DIRECTOR OF ALUMNI AFFAIRS</b>
<b>SCHOOL/DEPARTMENT:</b>	<b>ALUMNI AFFAIRS &amp; DEVELOPMENT</b>
<p><b>SUMMARY:</b> Reporting to the Director of Alumni Affairs, the Assistant Director of Alumni Affairs (ADAA) provides a full range of services focused on communications and events for alumni at the University of The Bahamas (UB).</p> <p>The ADAA will assist in implementing and enhancing alumni programs while facilitating the engagement of alumni within the context of the Department's mission to nurture lifelong relationships with those who attended University of The Bahamas. The position also promotes the activities of UB Alumni Affairs' Office and plays the lead role in planning, communicating, and conducting events. The ADAA is responsible for implementing alumni activities both on and off campus.</p> <p>The ADAA has alumni affairs' department-wide responsibilities such as attendance at Alumni Affairs team meetings, Advancement Team Meetings, UB Home-Coming and UB Alumni Association Meetings and campus meetings.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The duties of the Assistant Director, Alumni Relations &amp; Annual Fund include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>➤ Work closely with University of The Bahamas Alumni Association and its board members arranging its meetings, staffing its committees and ensuring strong and productive relationships between its members and the academic and administrative leadership;</li> <li>➤ Participate in departmental planning, implementation and communication with external and internal constituencies;</li> <li>➤ Work collaboratively with the Director and administrative assistant to support an environment within the Department of Alumni Affairs that facilitates communication between the 16,000+ UB Alumni, faculty staff and students;</li> <li>➤ Assist with planning, implementing and promoting alumni programs that support the institutes strategic plan as well as the goals of the annual and comprehensive campaigns in collaboration with colleagues within the Office of Advancement and throughout the University;</li> <li>➤ Communicate and collaborate with not only the Director and staff of the department but the appropriate UB staff on campus to further advance the model of excellence;</li> <li>➤ Work closely with advancement operations' colleagues to ensure accurate and complete alumni database records; capture, contact, biographical and career information for alumni via surveys, projects, correspondences, website, postal returns etc.;</li> </ul>	

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- Maintain regular communication with alumni via direct contact, email blast, alumni web pages and print publications including the UB Alumni Magazine;
- Work with current and graduating students regarding alumni benefits and engages them in programs;
- Partner with campus colleagues in other departments to encourage alumni involvement with Admissions, Career Centre, Student Leadership and Athletics;
- Supervise alumni coordinators, work/study employees and provide guidance to alumni volunteers;
- Manage and lead UB Annual Phonathon Initiative;
- Manage and lead alumni engagement event efforts including Alumni Weekend, Homecoming and Alumni BBQ;
- Be responsible for measuring success of events through alumni participation and engagements metrics;
- Represent the Department of Alumni Affairs and UB at designated meetings, alumni events and functions.

## **QUALIFICATIONS:**

- Bachelor's degree and 4 years of experience in organizational development, event planning, alumni relations, fund raising or communications/public relations.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Strong organizational, human relations and writing skills and must possess a public speaking ability;
- Ability to work independently, creatively, provide excellent people skills and provide excellent customer service;
- Non-profit/alumni association board experience a plus;
- Database, Marketing Automation, Event Registration, Design Skills, General Computer Skills and knowledge essential.

**To ensure full consideration, interested candidates should submit the following items via email to the address given below:**

- **A completed UB Employment Application Form (found on the website);**
- **A cover letter of interest highlighting work experience and accomplishments relevant to the position;**
- **Current Curriculum Vitae or Resume;**
- **Copies of Relevant Qualifications and Certificates;**
- **Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;**
- **Copy of N.I.B. Card;**
- **At least three (3) written professional references.**

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**Email Address:** Email: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)  
**Attention:** Director, Human Resources

To expedite the appointment procedure, applicants should request that three referees send written references under confidential cover directly to the address listed above.

**Please visit our website at [www.ub.edu.bs](http://www.ub.edu.bs) for more information about the University and to access the University's Employment Application Form.**

<b>Salary Scale</b>	<b>AD-1</b>
<b>Date Published</b>	<b>June 21, 2017</b>
<b>Application End Date</b>	<b>July 4, 2017</b>
<b>Date to be Removed</b>	<b>July 5, 2017</b>

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Assistant Director, Alumni Affairs & Annual Fund.*