

POSITION ANNOUNCEMENT

JOB TITLE:	ALUMNI RELATIONS AND DEVELOPMENT OFFICER (AR&D Officer)
TYPE OF VACANCY:	STAFF
REPORTS TO:	V.P., UNIVERSITY OF THE BAHAMAS – NORTH CAMPUS
SCHOOL/DEPARTMENT:	DEVELOPMENT OFFICE, UB-NORTH
<p>SUMMARY: Reporting to the V.P. of University of The Bahamas-North in Grand Bahama and liaising with the Vice President of Advancement, the Alumni Relations and Development Officer is responsible for University fundraising activities relevant to UB-North. This position is ideal for a candidate with experience in the non-profit industry or sales wishing to build a career in higher education fundraising. The AR&D Officer participates in all fundraising activities including prospective donor research, prospect cultivation and solicitation activities, donor information/record management, donor stewardship, donor correspondence and special events. The AR&D Officer will assist in implementing and enhancing alumni programmes intended to nurture lifelong relationships with those who attended UB-North. The position plays the lead role in planning, communicating, and conducting alumni events and initiatives for engagement or fundraising purposes. The AR&D Officer is responsible for implementing alumni activities both on and off campus. The successful candidate will be someone with strong organisational skills who is a good communicator both verbally and in writing and who enjoys teamwork.</p>	
<p>DUTIES & RESPONSIBILITIES: The duties of the Alumni Relations and Development Officer include but are not limited to the following:</p> <ul style="list-style-type: none"> ➤ Supports and ensures delivery of UB-North fundraising activities with specific responsibility for supporting major gift fundraising, annual fund solicitations, select other special gift level opportunities and grants/projects; ➤ Identifies, cultivates, solicits, and stewards major donors and prospects including individuals, corporations, and foundations, through strategy-based visits and other forms of direct personal contact; ➤ Provides support in the maintenance of the major gifts prospect pipeline; ➤ Assists in educating faculty and staff with respect to the roles they can play in supporting development generally; ➤ Helps to produce reports and maintain the prospect management database and other institutional resources to ensure appropriate management of donors, prospects, alumni, and volunteers in coordination with University objectives; ➤ Conducts research to identify prospects and works with the Director of Development and the V.P. UB-North to create strategies to match prospects' interests to the priorities of the University; ➤ Conducts internal and external research/fact gathering in support of funding proposal development; ➤ Provides coordination and support for donor/prospect events; ➤ Works closely with UB-North 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; 	

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- Assists with planning, implementing and promoting alumni programmes 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;
- Works closely with Advancement 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.;
- Maintains regular communication with alumni via direct contact, email blast, alumni web pages and print publications;
- Manages and leads UB Annual Phonation Initiative;
- Manages and leads alumni engagement events including Homecoming. Responsible for measuring success of events through alumni participation and engagements metrics; and
- Performs miscellaneous job-related duties as assigned.

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
Attention: A.V.P., 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 for more information about the University and to access the University's Employment Application Form.

Date Published	February 28, 2018
Application End Date	March 9, 2018

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 Alumni Relations and Development Officer.