



Human Resources Department

The Human Resources Department announces a staff vacancy for the position of Alumni Relations and Development Assistant I, UB North.

The University prefers to fill the position internally if possible. HR will take into consideration work experience, academic qualifications and other factors when assessing candidates to be shortlisted. Should a suitable candidate not be identified internally, the position will be advertised externally.

The candidate should meet the minimum requirements as outlined in the job description below. Please read the entire position announcement to determine if the vacancy aligns with your interests and/or qualifications and experience.

Interested candidates should submit the specified documents electronically to: hrapply@ub.edu.bs. Kindly make the position title the subject of email.



POSITION ANNOUNCEMENT

JOB TITLE	ALUMNI RELATIONS AND DEVELOPMENT ASSISTANT I
TYPE OF VACANCY	STAFF
DEPARTMENT/UNIT	OFFICE OF ADVANCEMENT, UB NORTH
REPORTS TO	DIRECTOR OF ADVANCEMENT, UB NORTH
<p>SUMMARY: The Alumni Relations and Development Assistant I for the UB-North Advancement office is responsible for supporting fundraising activities relevant to UB North. The Alumni Relations and Development Assistant I 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 Alumni Relations and Development Assistant I will assist in implementing and enhancing alumni programs 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 whether for engagement or fundraising purposes. The Alumni Relations and Development Assistant I is responsible for implementing alumni activities both on and off campus. The successful candidate will be someone with strong organizational skills who is a good communicator both verbally and in writing and who enjoys teamwork.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Alumni Relations and Development Assistant I, Office of Advancement, UB North is required to perform a variety of tasks including, but 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, selected 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 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 prospect management database and other institutional resources to ensure appropriate management of donors, prospects, alumni and volunteers in keeping with the University's strategic objectives. ➤ Conducts research to identify prospects and works with the Director of Advancement, 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 support on donor/prospect events. ➤ Works closely with Grand Bahama Alumni Association and other affiliated chapters along with their board members arranging its meetings, assisting with 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, promoting and implementing alumni programs that support the institute's strategic plan as well as the goals of the annual and comprehensive campaigns in collaboration with colleagues within the Division of Advancement.
- 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.
- Assists with leading UB-North Annual Phonathon Initiative.
- Assists the Director of Advancement with alumni engagement initiatives including Homecoming.
- Measures the success of events through alumni participation and engagement metrics.

REQUIREMENTS:

- Strong organizational and interpersonal skills
- Excellent written and oral communication
- Ability to work independently, creatively
- Strong process thinker with an eye for details
- Ability provide excellent customer service
- Must have ability to maintain absolute confidentiality and professionalism
- Must be team oriented with high emotional intelligence
- Basic understanding of social media, website maintenance and Adobe Suite is a plus

QUALIFICATIONS:

- A Bachelor's Degree or the equivalent with no work experience, or Associate Degree in relevant area with ten (10) years work experience.

Salary Grade	AS-1
Date Published	January 2023
Application End Date	Until filled
Date to be Removed	Until filled



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Requested Information: Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf](http://ub.edu.bs/Application-for-Employment-Staff.pdf) (ub.edu.bs));
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- The names and contact information of three professional references.

Email Address: hrapply@ub.edu.bs

Subject: Alumni Relations and Development Assistant I, UB North

Attn: Vice President, Human Resources

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 Alumni Relations and Development Assistant I, Office of Advancement, UB North.