Position: Director of Alumni Relations

Application deadline: June 13, 2014

Start Date: July 1, 2014

Summary: This 12-month, full-time, exempt position reports to the Executive Director of Advancement, and manages alumni relations at Montreat College, including alumni communication, giving, events, and programs.

Qualifications:

- Demonstrate and articulate a personal Christian faith.
- Exemplify and articulate like-mindedness with Montreat College’s Christ-Centered Mission, Vision, and Values.
- Bachelor’s degree with 3-5 years of experience in alumni relations with demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership.
- Successful experience with developing, monitoring, analyzing, and reconciling program budgets.
- Excellent written, communication, and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the College, alumni, other constituents and the public.
- Demonstrated skills in technology – Microsoft Word, Excel, and PowerPoint, including experience with Raiser’s Edge constituent data base software.
- Demonstrated ability to strategize, implement and build constituency programs and activities.
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals.
- High professional and ethical standards for handling confidential information.
- Willingness to travel and work weekends as needed.

Responsibilities:

The Director of Alumni Relations will report directly to the Executive Director of Advancement, work closely with all Advancement team members, and be responsible for the following tasks, among others.

- Build alumni community and engage over 12,000 alumni through event, integrated communications, volunteer involvement, and personal interaction.
- Engage alumni with students for mentoring, networking, career guidance, and other opportunities.
• Develop an alumni recruiting program to complement and extend the reach of the Admissions.
• Work with the Montreat College Alumni Board members and officers to develop positive Alumni Relations with alumni constituents and determine alumni-related policies.
• Plan, facilitate, and delegate responsibilities for events relating to alumni.
• Develop and implement annual travel plan to maintain strong relationships with alumni and alumni board members.
• Benchmark with similar institutions and identify best practices to continually engage alumni in the most effective way.
• Develop budget projections and monitor all budget actions on a regular basis throughout the year.
• Recruit and utilize local campus volunteers to support events involving alumni.
• Develop relationships with alumni that lead to philanthropic giving to the College.
• Practice excellent stewardship toward alumni donors.
• Supervise work study and scholarship students assigned to Alumni relations.

Application Procedure:

Interested individuals should submit the following materials to: Ms. Annie Carlson, Executive Director for Advancement, Montreat College, P.O. Box 1267, Montreat, NC 28757

1. a letter of interest and application
2. a statement of faith and personal relationship with Jesus Christ
3. a personal resume or curriculum vitae
4. two letters of reference

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associate degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.