

University of Houston – Clear Lake Position Description

Job Title: **Director, Alumni & Community Relations**

Job Code: **2287**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree from an accredited university or college in any business or humanites related field	Master's degree in any business or humanities related field.
Experience	Minimum of three years of related experience, including at least one year oversight of staff and/or volunteers.	At least one year in higher education, including alumni relations and/or community relations work. Almunus/a of UHCL preferred.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Director's role is to develop and oversee the strategic plans for the university's outreach to, and involvement with, the general and alumni communities in ways that complement and support the University Advancement strategic plan. The director serves as both leader and counsel to UA and the university in things related to community and alumni relations/programming. Working with a collaborative, partnership approach, the director will oversee the work of staff and volunteers to engage alumni through various activities, opportunities and constituent groups, maximizing the alumni association's "no dues" status. As the key liaison to the association and the association executive council, the director must provide leadership and support by the Office of Alumni Relations to the association.

Duties and responsibilities

% Time

Provide counsel and leadership while engaging the campus in joining the work of alumni and community relations	40
Manage, coordinate and serve as primary liaison to the alumni association, alumni association executive council, and executive councils of alumni constituent groups.	25
Manage and blend the efforts of staff (FT and PT) and volunteers toward accomplishment of strategic plan	20
Develop and oversee the execution of strategic plans that include the five elements of purpose in alumni and community programming: contact, engage, serve, empower and acknowledge.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.