

University of Houston – Clear Lake

Position Description

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

Job Code: **2284**

Pay Grade: **070**

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.	
Experience	Eight years in relationship building field, including five years supervisory experience.	Direct experience with alumni program management; direct experience with community engagement programs. Almunus/a of UHCL preferred.
License/Certification		

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

POSITION SUMMARY

As a member of the University Advancement management team, the Executive Director, Alumni and Community Relations provides leadership and guidance on planning and implementing university efforts to contact, engage, serve, empower and acknowledge alumni, community members and members of the university family as part of UA's role in supporting university goals in fundraising, enrollment management, academics, outreach, etc. Provides expertise in strategic and creative programming to university's executive and senior leadership. Serves in an advisory capacity to Alumni Association Executive Council, and serves as a key liaison to UHCL's alumni, as well as to UH System for alumni and community relations matters. 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.

Duties and responsibilities	% Time
Collaborates with the various members of the university's senior leadership team to utilize the potential of alumni and community relations in various programs or activities that support university goals.	40
Manage, coordinate and serve as primary liaison to the Alumni Association and Alumni Association Executive Council.	25
Directs the daily operations of the Office of Alumni and Community Relations, including supervising creative staff and volunteers, defining and developing goals, managing budgets, overseeing project schedules/work flow and making staffing decisions.	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
Works in conjunction with the university advancement team to build awareness of and support for the university. Develops, implements and manages university alumni and community relations programs, including events, communications (electronic, social media and other) and volunteer leadership. Other duties as assigned.	

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