

JOB DESCRIPTION

Position Title: Director of Alumni Engagement
Full-time, 12 months
Estimated pay range \$50,000-60,000

Reports To: Vice President for Advancement & External Engagement

Description of Mission Impact:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world.

As a key leader on the Advancement and Eternal Engagement team, the Director of Alumni Engagement works to build and enhance a robust alumni engagement program. This role seeks to involve, connect, and celebrate alumni and current students (future alumni) to cultivate significant and lifelong engagement in the mission and life of Houghton University.

Essential Functions:

Plans and administers a comprehensive alumni engagement program by providing oversight (direct supervision or in collaboration) to the following:

- Alumni Board
- Alumni and Advancement-related communications, including social media
- Alumni awards
- Class reunions
- Regional alumni events
- Homecoming & Family Weekend
- Grandparents Day
- Events and activities designed for current student engagement including Senior Class Gift, vocational guidance (including BEST Talks), and One Day Giving Challenge
- Alumni House

Success Profile:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- Leadership: Must be able to effectively provide oversight to all levels of staff, effectively managing the work of a team and various committees and the alumni board
- Engagement: Must be able to comfortably and professionally connect with key constituents both internally and externally to cultivate and steward vital relationships
- Communication: Must possess excellent interpersonal skills in person, over phone, and in all other means of communication
- Self-Motivated: Must take personal ownership of multiple initiatives and possess the ability to effectively create, organize, manage, and consistently move them forward
- Pace & Variety of Activities: Must be able to handle multiple projects and vital tasks simultaneously
- Collaboration: Must be able to work effectively within a team environment
- Social Media Skills: Must be able to manage multiple social media channels, overseeing content creation, posting, assessing metrics, and leveraging social media to inform, connect, and celebrate alumni

Qualifications:

- Personal Christian faith that is reflected in one's professional and personal life
- Minimum of Bachelor's degree required
- Prior leadership and supervisor experience
- Experience in customer service and event planning

- Excellent oral and written skills
- Significant computer, design, and database management skills, including Microsoft Office Suite, Creative Cloud, and utilization of social media platforms
- Graphic design capabilities are a bonus: preference will go to individuals who are experience in Create Cloud (InDesign, Illustrator, Photoshop) to design Advancement and Alumni-related materials, including Houghton Magazine
- Willingness to travel
- Evening and weekend work required during certain event seasons

Houghton University is fully committed to a culturally diverse faculty, staff and student body. Successful candidates will evidence similar commitments.

Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.