Carleton College Non-Exempt Position Description

Job Title: Alumni Relations Associate
Reports To (Title): Director of Alumni Relations
Department: Alumni Relations
Division: External Relations
Grade: 9
Employment Dates: September 1, 2021 - August 31, 2022

Position Overview:
This position is a temporary, full-time member of the Alumni Relations staff, responsible for alumni relations, volunteer management, and support of the overall mission of the office to connect alumni with each other and the College and to encourage and support useful and active stewardship of all alumni. This position provides support for additional programs and activities delayed due to COVID.

Essential Job Functions/Responsibilities:
1. Support the Carleton Reunion Program
   - Lead the planning and project management of the COVID-delayed classes of 2015/2016 5th Reunion.
   - Provide volunteer management and support to the 5th Reunion planning committees
   - Assist with planning and implementation of post 50th Reunion gatherings for ’0s, ’5s, ’1s and ’6s.
   - Assist with planning and implementation of the annual reunion volunteer workshop.
   - Assist with reunion weekend programs and marketing.
2. Support Young Alumni Engagement
   - Coordinate with other Alumni Relations and campus partners to plan for and implement the COVID-delayed, multi-day celebration of the class of 2020.
   - Support Young Alumni related internal and external meetings, events and activities, seeking support of colleagues as needed.
3. Support the Mini and Affinity Reunion Programs
   - Coordinate with the Assistant Director to support the increase in Mini and Affinity Reunions
   - Provide planning and communications support to these events.

In addition to the primary responsibilities outlined above, we will utilize the strengths and interests of this staff member in ways that support our mission and needs.

Education/Experience/Skills (supported by job duties):

Required:
- B.A. degree
- Genuine interest in working with alumni volunteers and an appreciation for liberal arts education and the importance of the College’s relationship with its constituencies.
• Knowledge of and experience with diverse constituents in a higher education environment.
• Initiative and imagination.
• Interest in thinking creatively and strategically about how engagement with an organization intersects with philanthropy and volunteerism.
• Highly organized.
• Ability to adapt to various communication and work styles.
• Team oriented and collaborative.
• Experience planning and executing events and projects.
• Project management skills and ability to manage multiple priorities and complex projects in a team-oriented environment, while maintaining attention to detail.
• Excellent oral and written communication skills, with the judgment and discretion to handle confidential or sensitive matters.
• Ability to travel; some evening and weekend work required.

In addition to the above required qualifications, the following are preferred qualifications:

• Fluency with social media platforms, including Facebook and Instagram.
• Communications and graphic design experience and fluency with tools such as Canva and Emma.
• Fluency with video editing tools.
• Fluency with website editing and WordPress tools.

NOTE: This job description is not intended to be all inclusive. Employees may perform other related duties to meet the ongoing needs of the organization.