

## **LONG BEACH COMMUNITY COLLEGE FOUNDATION**

**TITLE: ASSISTANT DIRECTOR, ALUMNI DEVELOPMENT**

### **SUMMARY**

The Assistant Director, Alumni Development is responsible for the planning and implementation of programs and projects that strategically engage alumni with a focus on alumni development, fundraising and implementing alumni service programs.

The Assistant Director reports to the Executive Director of the Long Beach City College Foundation, a nonprofit separate from Long Beach City College. The Assistant Director works with LBCC alumni to raise funds to support the College's programs and students and to secure professional expertise and volunteer service; collaborates with colleagues in the College's administrative offices including, but not limited to, Admissions, Communications, Public Affairs and Student Affairs. The Assistant Director identifies, cultivates, solicits and generates alumni giving.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Work closely with the Foundation Board of Governors; arrange and staff its meetings and committees related specifically to alumni engagement; ensure strong and productive relationships between its members and the academic and administrative leadership of the College.
2. Plan, coordinate and implement alumni programs that generate positive support for LBCC and encourage active participation in fundraising. Within the annual program budget, manage existing and/or additional alumni events and programs, services and communications.
3. Develop alumni fundraising strategies and tactics that result in giving. Goals and expectations will be set annually with Foundation leadership. The position will have a fundraising goal as well as moves management metrics expectations (face-to-face visits, proposals submitted, proposals funded, etc.)
4. Create and develop an Annual Fund program that solicits support for the College from its alumni.
5. Coordinate alumni communications, including writing/editing of alumni newsletters and/or magazines and articles for alumni publications. Write and manage materials for the alumni website and arrange and conduct alumni interviews.
6. Establish, build, track and monitor relationships with a wide range of alumni locally and regionally. Maintain regular communication with alumni via direct contact, email blasts, alumni web page, print publications and social media sites.
7. Oversee and manage alumni database records and ensure accuracy and completeness; capture contact information including biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal and electronic media returns, etc.
8. Partner with appropriate College offices to spearhead the introduction of alumni involvement at the College and to plan growth and accessibility of career networking services for students and alumni.
9. Oversee and balance the budget for Alumni Relations. Manage alumni outreach budget and maintain accurate financial records in a software application environment.
10. Supervise Alumni Relations staff as applicable and appropriate.
11. Work closely with various departments and deans to support and promote their programs and services to the community and enhance alumni relations.

## **KNOWLEDGE AND ABILITIES**

1. Experience in alumni relations, fundraising and/or external affairs with demonstrated accomplishment in fostering productive relationships with volunteers and developing successful alumni engagement.
2. Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with Foundation and College colleagues, alumni, other constituents and the public and community at large.
3. Demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers.
4. Knowledge of LBCC as an integral educational institution and economic driver in the region.
5. Demonstrably strong writing, planning and organizational skills.
6. 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.
7. High professional and ethical standards for handling confidential information.
8. Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadline.
9. Strong facility and proficiency with Microsoft Office Suites (Word, Excel, PPT, etc.) electronic data base and social media.
10. Strong oral communication skills, including demonstrated experience in public speaking.
11. Experience with multimedia presentations including PowerPoint and oversight of videography.
12. Ability to work with diverse groups and engage interpersonal contact with a variety of internal and external constituencies.
13. Excellent time management skills and a commitment to serving the college community.
14. Ability to travel and work evening and weekends as needed.

## **EDUCATION AND EXPERIENCE**

Minimum of a bachelor's degree from an accredited college or university. A minimum of two to five years of directly applicable experience, including employment with a related professional experience and/or a not for profit board, and hands-on experience in fundraising with a proven track record of success.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

Valid California Driver's License and a driving record acceptable to the District for insurance purposes.

## **TO APPLY**

Send a cover letter and resume to Elizabeth McCann, Executive Director [emccann@lbcc.edu](mailto:emccann@lbcc.edu) by September 29, 2017.