

PATRICK HENRY COLLEGE

POSITION DESCRIPTION

Title: ALUMNI AFFAIRS COORDINATOR (AAC)

Department: ADVANCEMENT

Reports to: VICE PRESIDENT FOR ADVANCEMENT

POSITION SUMMARY:

The Alumni Affairs Coordinator (AAC), reporting directly to the VP for Advancement, is responsible for all interaction between Patrick Henry College and the PHC alumni community, including the PHC Alumni Association. The incumbent will create and manage events, communicate with the alumni base, develop new programs to increase alumni involvement, and encourage alumni giving by managing and directing gift challenges and other fundraising activities. The AAC will utilize college staff, manage student workers, and oversee independent contractors to accomplish these tasks. The AAC will also provide additional support to the Advancement team as specified below.

ESSENTIAL JOB FUNCTIONS:

- **Relationship Management:** Think creatively about ways to develop the relationship between the alumni and their alma mater – PHC.
- **Events:** Manage alumni events throughout the year, including small events and Homecoming.
- **Communications:** Be the point person for contact with alumni and the PHC Alumni Association. Manage communications through mail, email blasts, and social media.
- **Database Maintenance:** Ensure alumni records are kept current. Analyze the alumni database to maximize donor and relationship potential.
- **Fundraising:** Manage and coordinate all fundraising efforts with alumni, including any year-end donation programs.
- **Manage Zone 3 PHC supporters**
- **Provide additional development services** such as, gift processing, acknowledgement, monthly reports and data analysis as needed to support the Advancement Team
- **Other duties/projects** as assigned.

INTERACTION/COMMUNICATION:

Internal:	All levels of the organization
Nature of Communication:	Verbal, written and in person
External:	Trustees, major donors, vendors, consultants
Nature of Communication:	Verbal, written and in person

FINANCIAL RESPONSIBILITY: Prepare and be responsible for major event budgets.

MINIMUM QUALIFICATIONS:

- Bachelor's degree.
- Proficiency with Microsoft Excel, Word, and PowerPoint.
- Aptitude with database software.
- Clear understanding of and commitment to the mission and vision of Patrick Henry College.
- Excellent verbal and written communication skills.

PHYSICAL REQUIREMENTS:

Sitting, reaching, speaking, typing, occasionally stooping, and be able to lift 30lbs.

EMPLOYEE CLASSIFICATION: Exempt