



Job Title:	Director of Alumni Relations and Career Opportunity Initiatives		
Area/Unit:	Executive Office		
Reports To:	Executive Vice President	Salary Range:	\$90,000 - \$110,000
Job Summary:	<p>We are looking for a highly motivated, skilled, and responsible Director of Alumni Relations and Career Opportunity Initiatives to join our team to help us expand opportunities for low-income, first-generation students. The Director is responsible for leading and coordinating COE’s alumni relations and career initiatives, including the development and execution of strategic engagement efforts that provide tangible value to alumni of TRIO college success programs.</p> <p>In this role, the Director will work closely with internal teams as well as industry partners to design and implement career pathways programming that responds to the unique needs of low-income, first-generation college students and graduates seeking upward economic mobility.</p> <p>The Director will also advance alumni development efforts by creating meaningful opportunities for alumni to give back to their communities through professional engagement, mentorship, advocacy, and philanthropic support aligned with their current capacities as leaders and donors. Collectively, these efforts will strengthen alumni engagement and dedication to COE’s student programs while reinforcing the TRIO community’s long-term impact on economic mobility.</p>		
Job Description			
ESSENTIAL DUTIES AND RESPONSIBILITIES:			
Alumni Relations			
<ul style="list-style-type: none"> • Provide vision, leadership, and oversight to the Office of Alumni Relations, the National TRIO Alumni Association (NTAA) and execute the goals of the TRIO Alumni Committee of the COE board of directors. • Engage alumni in purposeful service to TRIO students, including advocacy, volunteerism and effective networking with peers through consistent and positive communication using electronic, print, and social media, excellent customer relations, and creative events. • Build deep relationships with member college success program administrators to develop life-long connections with alumni and facilitate their continued engagement and support for COE and TRIO programs. • Develop and execute plans and activities for alumni affinity groups (professional affiliations, mentoring, civic engagement, special interest, etc.), identify and cultivate volunteer leadership, develop strategies for the success of each group, and support their events and activities. 			
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- Collaborate closely with development colleagues in increasing support from alumni, routinely identify and qualify alumni prospects for gifts; periodic attendance at prospect management meetings; raise funds for select special projects and events in collaboration with development colleagues.
- Identify and launch loyalty programs providing a benefit or service to alumni to cultivate volunteers and generate income for alumni association programming.
- Oversee the alumni achievement award nomination and selection process.
- Manage funds by planning, developing and managing authorized expenditures in the Office of Alumni Relations.

- Develop and manage an effective volunteer management system that supports the objective of engaging alumni in meaningful volunteer opportunities and serving as a source for alumni talent and resources for students, college success faculty, and COE staff.

Career Opportunities Initiative (COI)

- Work with technology and research partners to build out a career pathway programming that addresses the unique needs of low-income, first-generation students seeking upward economic mobility by providing targeted, intentional mentoring/coaching and opportunities to acquire and hone skills employers prioritize.
- Work with research partners to curate existing and develop new training guides that embed career readiness mentoring and are aimed at increasing workforce readiness, skills, and access to professional networks.
- Establish talent-sourcing partnerships with college access and success COE member programs.
- Develop and implement student and alumni-focused career development offerings that include webinars, information sessions, social media, and marketing materials.
- Recruit, train, and supervise volunteer mentors who will work with students through individual and group coaching sessions augmented with support from volunteer mentors.
- Establish talent-sourcing partnerships with major national and multi-national employers that will provide paid internship and employment opportunities for students and alumni. Build and maintain the infrastructure to manage employer partnerships.
- Work with research partners to develop evaluation protocols to assess how career opportunity initiatives are effectively reaching their long- and short-term goals and objectives, to evaluate how training and coaching helps students to develop the skills prioritized by employers, and how effectively the initiatives are helping students and alumni to reach their career goals.

Assessment & Record Keeping

- Prepare regular reports to forecast, track, and assess the career opportunity initiatives and alumni relations efforts; use assessment to make improvements.

Other Duties as Assigned

- Contribute to the overall success of the Council by working on special projects and performing other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university is required.
- Experience in a related field in which the candidate can demonstrate a successful track record may be considered.
- Demonstrated ability to effectively build programs and/or implement initiatives.
- Experience collaborating cross-functionally and interacting effectively with employers, corporate sponsors, students, alumni, and university personnel.

PREFERRED QUALIFICATIONS:

- Terminal degree or master's degree completed.
- Three to five years of successful experience in alumni relations with demonstrated creative productivity.
- Experience building and/or managing workforce or career development programs.
- Five (5) or more years' experience working in a corporate, non-profit, or academic environment with a strong background of partnership engagement and management with demonstrated creative productivity.
- Alumnus of one of the Federal TRIO Programs (i.e., Upward Bound, Upward Bound Math-Science, Talent Search, Student Support Services, Ronald E. McNair Postbaccalaureate Achievement, Educational Opportunity Centers, or Veterans Upward Bound)

KNOWLEDGE OF:

Effectively managing internal and external partnerships; Federally-funded TRIO programs; computer database software, spreadsheets, and word processing and the ability to understand integrated computer systems (Microsoft Excel and Word, Salesforce, Handshake, or similar); and budget management.

SKILL IN:

Leadership; fostering and developing positive relationships within the college access and success, philanthropic, and corporate arenas; creative and strategic thinking; written and verbal interpersonal communication; organizing information and projects; problem solving; analyzing and interpreting data; adhering to deadlines; taking initiative; resource development and management; proactive outreach; interpersonal and customer service to support relationship building.

ABILITY TO:

Set and achieve objectives in alignment with strategic goals for alumni and COI; effectively work independently and with groups; proactively engage in work; plan and manage multiple complex projects simultaneously and balance priorities under time constraints, while maintaining strong attention to detail; the ability to evaluate programs and collect and analyze data; communicate effectively both orally and in written form; conduct research and resolve problems; work well under pressure, set priorities, and meet deadlines; manage confidential and sensitive information; develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds.

WORKING CONDITIONS:

The position is based in Washington, D.C. Standard office setting with some remote work. Repetitive use of keyboard. Requires travel and attendance at evening and/or weekend activities, meetings, events, seminars, and workshops. Occasionally required to lift and carry boxes of materials and equipment weighing twenty-five to fifty pounds.

OTHER REQUIREMENTS:

Demonstrated willingness and experience working collaboratively with various constituents and/or co-workers from a wide range of abilities, backgrounds, and experiences.

The Council considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, disability, marital, political or veteran status, sexual orientation, or any other legally protected status.

To complete the online application, click [here](#).