



## Job Description

**Job Title: Coordinator, Alumni & Donor Relations**

**JTC: GAE**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for the administration and management of an alumni membership program and support for donor-related initiatives. Performs a variety of ongoing functions related to the identification and cultivation of alumni and potential donor relationships.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated knowledge and experience supporting alumni relations and donor engagement. Knowledge and ability to interpret and apply DCCCD's policies and procedures when applicable. Experience in higher education, event management, training or experience that provides the knowledge, skills and ability to perform the job.

Demonstrated ability to resolve wide ranging complex problems using creative reasoning and logic to accurately determine the cause of the problem and the resolution of the problem in an effective, innovative and timely manner. Strong project management skills and the ability to manage multiple projects simultaneously. Demonstrated ability to think strategically, and a self-starter with strong attention to detail.

Ability to build productive relationships with alumni and the ability to engage with diverse audiences. Advanced interpersonal skills and the ability to interact with tact and confidentiality with individuals at all levels. Demonstrated experience with academic planning, time management, and event planning skills.

Ability to make clear, consistent, transparent decisions and act with integrity in all decision making. Ability to prioritize and organize assigned responsibilities to meet the goals of the organization. Requires a considerable amount of independent judgment, initiative and knowledge of the organization, accounting, policies/procedures of the DCCCD, its Foundation and external agencies.

Extensive knowledge of computer technology to access data, maintain records, generate reports and communicate with others. Effective presentation and engagement skills. Ability to effectively communicate both orally and in writing to a broad variety of DCCCD staff, internal/external agencies and the general public from diverse backgrounds. Strong knowledge and experience in providing effective customer service.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree plus three (3) years in a membership, program, volunteer and/or special events management. Additional one-year experience in communication and/or non-profit management or alumni relations. Official transcripts will be required. Valid driver's license and the ability to travel as required to a variety of locations. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.\*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Establish and manage alumni membership programs including marketing, sales and renewal of programs. Responsible for the identification, development, scheduling, promotion and evaluation of project activities including, but not limited to, alumni special events, fundraisers, and reunion activities.

Schedule and implement related communication initiatives including website, newsletters and social media. Establish and manage alumni/advisory council initiatives.

Serve as a primary liaison within the campus community to develop and implement alumni programs. Research and implement best practices regarding alumni association development.

Responsible for the coordination of donor stewardship activities and campaigns in support of the Development Office. Collaborate as appropriate with DCCCD Foundation database manager.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*