

Director of Alumni Engagement and Community Relations
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=227527>

Downloaded On: May. 9, 2024 8:28am

Posted Dec. 15, 2023, set to expire Aug. 4, 2024

Job Title	Director of Alumni Engagement and Community Relations
Department	School of Social Work
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 15, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Social Work
Job Website	https://www.ubjobs.buffalo.edu/postings/47075
Apply By Email	
Job Description	

Position Summary

The [School of Social Work](#) seeks a dynamic Director of Alumni Engagement and Community Relations who will drive the School of Social Work's alumni engagement efforts while playing a pivotal role in enhancing community relations. This key leadership role requires a proactive and innovative professional who will spearhead alumni outreach initiatives while acting as the primary liaison for community relations with the Dean's Office and the School as a whole. This individual requires strong leadership skills, professional judgement, and independent resourcefulness. The Director of Alumni Engagement and Community Relations must be a self-motivated professional who requires minimal supervision and is able to work both independently and as part of a team.

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Responsibilities included, but are not limited to:

- Develop and implement comprehensive strategies to engage and foster relationships with alumni of the School of Social Work.
- Plan and execute events, programs, and initiatives aimed at alumni engagement, including the SSW Mentor Program, networking opportunities, and professional development activities.
- Create and maintain a database of alumni contacts, tracking engagement and participation in events and programs.
- Serve as the primary point of contact for alumni inquiries, fostering a strong rapport with alumni through effective communication and relationship-building efforts.
- Coordinate with the Dean's Office to align community engagement initiatives with the broader goals and vision of the School of Social Work.
- Cultivate partnerships and collaborations with external organizations, community leaders, and stakeholders to enhance the School's presence and impact within the community.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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Minimum Qualifications

- MSW and one year of related professional experience in community engagement or organization, social work administration, alumni relations, or government relations.

Preferred Qualifications

- 3 years of related professional experience that includes alumni relations.
- Advanced verbal and written communication skills
- Proficiency in database management and familiarity with relevant software applications
- Project management skills, timeline and workflow implementation, budget management, task organization, follow up and monitoring

Physical Demands

Will need to travel to School-related and community events.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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