

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 11:45am

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

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

### 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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