



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i><b>Director of Alumni Relations</b></i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Non-exempt, part-time
<b>Department:</b>	Alumni Relations	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Executive Vice President & Provost	<b>Compensation</b>	\$40.00 - \$45.00/hour

## SUMMARY

Advance the mission and vision of TMUS by establishing and executing the alumni engagement strategic plan. Key responsibilities are; (1) cultivate strategic relationships with individual alumni in order to facilitate our ministry to them and their partnership with TMS, (2) provide general care in order to foster a sense of community amongst the alumni, (3) coordinate network opportunities between the leadership of TMS and the men in the field, and (4) build a growing network with The Master's Fellowship.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan, implement and promote the alumni engagement strategic plan in collaboration with the Executive Leadership team.
- Cultivate close connection between alumni and the Executive Leadership team. Regularly report alumni needs and plan meetings and visits that connect alumni with the team.
- Facilitate individual meetings, preaching opportunities, and networking events between alumni and the Leadership teams.
- Partner with the Chief Student Engagement Officer, Chief Marketing Officer, and Chief Communications Officer to increase alumni involvement in the recruitment and admissions process.
- Engage in campaigns, testimonies, and market research as requested by the marketing team.
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally; maintain regular communication with alumni via direct contact, email blasts, online alumni network, and print publications.
- Cultivate connection between alumni and ensure accurate and complete alumni database records; capture contact, biographical and ministry information of alumni via surveys, projects (e.g. exclusive alumni directory), correspondence, website, postal returns, etc.
- Identify and cultivate individual relationships with regional point men around the country.
- Coordinate with the Hospitality Specialist to set up regional, local, and strategic alumni events that serve the needs of the alumni.
- Work with various alumni in order to gain testimonial material that can be used to encourage other alumni when necessary.
- Identify data metrics for the network health of the alumni.
- Identify opportunities where TMS can provide its alumni with resources useful to the ministries of its alumni.
- Educate graduating students about alumni benefits and engage them in programs and alumni platforms.

- Oversee and manage the budget for Alumni Relations.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

## SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

## EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least two-years' experience in an administrative role.
- Proficient in Microsoft Office Suite or similar software.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Some with overnight stay expected.

## ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of, or combination of, race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.