

STERLING COLLEGE

Job Description

Director of Alumni & Career Services

Reports to: Vice President for Advancement and Alumni Relations

Classification: Full-time, exempt

Description: Our mission is to build meaningful relationships and inspire engagement and philanthropy in support of Sterling College. The Director of Alumni & Career Services plays a vital role in strengthening connections with alumni, as well as business and community leaders who support the College. This position is responsible for developing dynamic, targeted alumni programming that reflects the interests and needs of diverse alumni demographics while fostering meaningful engagement with the institution.

The Director cultivates strong, productive relationships with alumni, donors, the Athletic Department, the Offices of Admissions and Student Life, academic departments, and local, regional, and national employers, many of whom are alumni. In addition, the Director supports students in preparing for internships and entry-level career opportunities after graduation and develops career-focused programming for alumni navigating professional transitions throughout their lives.

The Director also contributes to the College's advancement efforts by partnering in fundraising initiatives and building relationships that support the institution's long-term mission and success.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Demonstrate and articulate a personal Christian faith in Jesus Christ.
- Exemplify and articulate the Sterling College Mission, Vision and Values.
- Excellent verbal and written communication skills.
- Committed to strong customer service and to enhancing a culture of excellence.
- Proven ability to interact and communicate effectively.
- Possess the ability to learn and adequately utilize the Raiser's Edge NXT system.
- Strict adherence to ethical standards and ability to maintain donor and strategic confidentiality.
- Proven ability to interact and communicate effectively. Excellent verbal and written communication skills.
- Ability to multi-task, prioritize and set goals in a deadline-oriented environment. Strong attention to detail.

Responsibilities:

- Oversee the primary functions for the Sterling College Alumni Association and Career Services to strategically devise alumni programs and events and career service opportunities that align with the College's goals and values and serve the needs of alumni and student interests.
- Serve as a liaison between the College and alumni. Ensure that the Alumni Association and its programs reflect positively on the College.
- Develop and implement a strategic engagement plan for all alumni. Enhance affinity based, regional events and class-based programming.

- Insure effective communications to alumni of the College regarding significant news through use of the monthly alumni e-newsletter, social media, web, and printed materials.
- Aggressively utilize electronic media as a means not only to communicate to alumni but also to engage alumni.
- Oversee the planning, production, and implementation of all alumni events, including but not limited to Homecoming weekend, affinity gatherings, class reunions, era reunions, and regional events.
- Develop, lead, and manage Sterling College Alumni Council and other volunteers as appropriate
- Timely and efficient correspondence by phone, email, and mail with alumni.
- Manage alumni surveys, evaluations, and informational feedback from the Alumni Association and the College.
- Educate graduating students about alumni benefits and engage them in programs.
- Record relationship management activity in the Raiser's Edge database.
- Work with campus partners to develop and cultivate student-alumni connections and programs.
- Help students identify, research, and land local, regional, and national internships.
- Maintain collaborative relationships with academic departments to enhance career opportunities for students.
- Initiate and maintain relationships with employers and alumni for the purpose of assisting students and alumni with career development and job placement.
- Maintain the Career Services website with beneficial content and validated links helpful to students and alumni in all stages of career planning.
- Assist students and graduates through events, course instruction, and 1-on-1 meetings (in person or via email, telephone conversations, or Zoom meetings) in career exploration and selection, resume and cover letter writing, LinkedIn profile reviews, job search techniques, and graduate school application steps.
- Must be a team player, committed to what is best for the College and should set a good example to co-workers by work ethics and habits. Will need to set goals and adhere to them and create an atmosphere that encourages collaboration, interaction, input and feedback. Must network and take advantage of professional development and opportunities for growth.

Essential Job Functions:

- Must be able to walk up and down stairs.
- Must be able to sit for long periods of time.
- Be able to coordinate movement of the fingers and hands as well as have adequate dexterity and strength to complete tasks.
- Be able to work on a computer and use a 10 key, copier, printer and phone.
- Must be able to push, pull, and lift up to a minimum of 25 pounds
- Frequently, bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.

Education/Experience:

- Bachelor's degree required.
- 3-5 years of related professional experience, prefer two or more years of professional experience in a higher education environment.
- Proficient with Microsoft Office Suite.

*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.