



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Assistant Director of Alumni Relations  
**Job Class:** Administrative  
**Department:** Institutional Advancement  
**Reports to:** Executive Director of Alumni Relations  
**FLSA status:** Full-time/Exempt

**To Apply:** Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu) addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

**For an Otterbein Employment Application or more information:** Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

**SUMMARY:** The Assistant Director of Alumni Relations will assist the Executive Director of Alumni Relations in developing and implementing creative and successful programs for Otterbein's 26,000 alumni and other key constituencies in order to build strong institutional affinity in support of the overall Institutional Advancement program. This affinity will be demonstrated through increased volunteer participation in the life of the institution, increased attendance at University events and reunions, an enhanced understanding of the University, its mission and vision, and improved philanthropic support.

As a key representative of Otterbein University, the Assistant Director of Alumni Relations must have the ability to convey and promote the mission and vision of the institution, exhibit enthusiasm, demonstrate a strong work ethic, be innovative and creative, and be highly detail oriented and organized. The Assistant will work effectively to involve all appropriate outreach functions within the Office of Institutional Advancement and other offices within the University to meet annual and long-term programmatic goals. This full-time administrative staff position will report to the Executive Director of Alumni Relations.

**BENEFITS** at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

**ABOUT OTTERBEIN UNIVERSITY:** Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Direct programs and events for alumni that fulfill the mission of Otterbein University and increase engagement between alumni and the University which includes but is not limited to:

Alumni Engagement & Volunteer Management: Direct programs and events for alumni that increases attendance, interest

and engagement with Otterbein and build programs to support alumni; Work directly to engage young alumni in the life of the university.

**Alumni Marketing & Communications:** Market alumni programs and alumni profiles through website content and other social media communications avenues. Assist in content for custom direct mailings and the Towers alumni magazine; set up alumni registration pages using campus software; and maintain current alumni webpages using the content management system; oversee and/or contribute to key communication and engagement programs and projects.

**Student & Alumni Programming:** Working collaboratively with the Center for Career and Professional Development, Office of Graduate Studies and academic departments to engage alumni in the classroom, panels and/or campus organizations; create events and partnerships that educate current students about the benefits of Alumni Relations programming and increase interaction between students and alumni with the intention of student professional development and networking;

**Signature Events:** Assist in planning, organizing and implementing Homecoming/ Family Weekend activities and logistics; assist in planning special interest and affinity reunion activities through the year targeted towards young alumni such as young alumni awards program, young alumni advisory board and their initiatives and other major events within the department. Support division signature events by assisting where needed.

**Alumni Travel:** Assist the Executive Director in creating and implementing annual domestic and international alumni travel programs and regional events. Travel to staff events occasionally.

**Alumni Development, Solicitation and Stewardship:** Collaborate with Annual Giving staff and Annual Fund advisory committee about alumni solicitation marketing and schedule;

**Alumni Council Board Development:** Work collaboratively with the Otterbein Alumni Council to achieve its mission and progress the Institutional Advancement strategic plan;

**Young Alumni Advisory Board Development:** Responsible for the selection, training, cultivating, evaluating of the young alumni board members; work to achieve its mission and progress the Institutional Advancement strategic plan. Create annual work plan with goals, objectives and benchmarks and formulate budgets to support those plans;

Represent the University through the Council for the Advancement and Support of Education (CASE), and other applicable professional organizations;

Assist with other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES:** student staff and volunteers

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** A Bachelor's degree is required for the position; master's degree preferred. The ideal candidate will have a strong working knowledge of and experience working in higher education organizations, especially small, independent liberal arts colleges. A minimum of two years professional experience in a related field is required. Previous success in program/event planning and implementation in a college, corporate, or non-profit setting and prior success in supervising staff and volunteers alike must be effectively demonstrated. The candidate must possess strong organizational, oral/written communication, creative writing and leadership skills, and must be willing to take initiative. The candidate must have experience in working with social media platforms to engage audiences, design skill set in Constant Contact and database reporting/extracting. The candidate must work as a team member and work effectively with volunteers. The candidate must have the ability to work under pressure and meet deadlines, and oversee multiple programs/projects simultaneously. The successful candidate must also be willing to travel occasionally and maintain occasional evening and weekend hours. Special event planning and social media communication with public relations experience is highly desirable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** N/A

**MISSION CRITICAL COMPETENCIES:**

- **COMMUNICATION SKILLS:**
  - Ability to present information, analysis, ideas, and positions in writing or in oral presentations in a clear and convincing manner.
  - Ability to tailor written and oral presentations to effectively reach intended audience.
- **INTERPERSONAL SKILLS:**
  - Ability to create strong relationships with constituents and colleagues in order to develop trust and credibility with them.
  - Ability to work through interpersonal conflicts to ensure problems are addressed and relationships are strengthened.
  - Respect confidentiality of information.
- **AGILITY:**
  - Readily responds to pressing and changing demands of constituents and within the organization.
  - Take calculated risks.
- **INITIATIVE:**
  - Seek opportunities to improve, streamline, reinvent work processes as a means to improve the organizations performance and effectiveness.
  - Think expansively by combining ideas in unique ways or making connections between disparate ideas.
- **ACCOUNTABILITY:**
  - Take responsibility for individual and team goals.
  - Develop goals and a plan to help fulfill the division's mission.
  - Develop clear and challenging but achievable personal and organizational goals.
- **ETHICS:**
  - Act in a way that reflects relevant law, policy and procedures, and university values.

**LANGUAGE SKILLS:** Ability to understand and work with all nationalities over the phone and in person. Solid writing, proofing and editing skills. AP style experience recommended.

**MATHEMATICAL SKILLS:** Must be able to formulate and work with budgets. Good math skills and ability to use Excel and calculator

**TECHNICAL SKILLS:** The candidate must have excellent computer skills and should have experience using database software. Applicants must be able to demonstrate proficiency in Microsoft Office products. Candidates should have experience in web communications, including developing marketing strategies in order to promote alumni programs/events and to maintain the content of the Otterbein alumni web site, and actively utilize social media. Specific computer skill experience in Google, excel, Constant Contact, Publisher, Microsoft Office and content management systems is desirable.

**REASONING ABILITY:** Must be able to reason with a number of personalities and backgrounds. Must be able to work independently and must retain confidential information.

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

Sitting for periods of time in front of a computer; constant interaction with students, faculty, alumni, community; standing or sitting for periods of time at various functions. Must be able to meet regular and predictable attendance standards. Must be able to meet regular and predictable attendance standards

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed primarily in an environmentally controlled office.

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

**Otterbein University is an Equal Opportunity Educator and Employer.**

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs  
Title IX Coordinator  
614.823.1130