



PAU Job Description

Job Title: Alumni Engagement Manager
Department: External Affairs
Reports to: Director, External Affairs

JOB SUMMARY

The Alumni Engagement Manager responsible for all aspects of Palo Alto University's (PAU's) relationship with alumni. This includes developing and implementing a comprehensive engagement program that builds and sustains positive relationships with alumni and enhances their loyalty, dedication, and support for PAU. The ideal candidate will be an entrepreneurial, self-starter with at least five years of successful experience in alumni relations or closely related field.

JOB DESCRIPTION

- Serve as a key member of the External Affairs team and as central, accessible point of contact for alumni
- Develop a comprehensive plan to engage alumni in the life of the university, pre-enrollment to graduation and throughout career
- Oversee all communications with alumni, including email communications via online platform, as well as website and social media communications in coordination with marketing/communications staff; contribute editorial content and story ideas
- Plan and implement events and programs to engage alumni, including, distinguished alumni awards, alumni speaker series, alumni mixers, mentoring opportunities, hosting alumni events at professional conferences, commencements, etc.
- Create meaningful opportunities for volunteerism, service, personal and professional development, career networking and support
- Evolve and manage volunteer Alumni Council, including planning and goals, recruitment and engagement
- Develop student-related programs initiate engagement and sustain commitment
- Partner with and promote programming from division of Continuing and Professional Studies

ESSENTIAL QUALIFICATIONS

- Bachelor's degree required with at least five years of experience working with alumni relations in an educational setting. Master's preferred.
- Demonstrated skills in event planning; data management and analysis; proficient in the use of GSuite.
- Excellent written and verbal communication skills
- Strong organizational, planning and time management skills
- Excellent interpersonal skills and ability to collaborate with other individuals and teams
- Demonstrated presentation and public speaking skills
- Available to work evenings and weekends when needed

Please submit cover letter and resume to rlevy@paloalto.edu.