

## Position Description for Director of Alumni/ae Relations

**FLSA Classification:**

FT/Exempt

**Salary Grade/Level/Family/Range:**

A15

**Position Title:** Director of Alumni/ae Relations

**Reports To:** Assistant Vice President of Advancement

**Date Created/Revised:** May 2022/March 2023

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

**Summary/Objective:**

The Alumni/ae Relations Director's work is focused primarily on building and cultivating relationships and giving with Phillips alumni/ae.

**Essential Function:***Alumni Association Board*

- Provide vision, leadership, and oversight of the Alumni Association board of directors and its committees – includes the Award selection and recognition.
- Develop and execute plans to engage Alumni Association and Alumni Association Board in annual giving and Phillips capital campaigns.

*Alumni Engagement & Giving*

- Develop and execute plans and activities for alumni/ae affinity groups.
- Innovate future programs and activities to increase alumni/ae engagement and increase depth and diversity of the alumni/ae relationships.
- In consultation with VP and AVP, develop and implement strategies for alumni/ae donors that include ways to increase involvement in the work and mission of Phillips Seminary.

- Plan and execute special events during appropriate regional and national denominational meetings.
- Manage personal portfolio of new and existing donors through cultivation, solicitation, and stewardship activities.
- Stay informed on alumni/ae ministry placement and achievements and updates database as necessary.
- Lead and manage the annual iFundPhillips fundraising event.
- Assist in the development of print and electronic collateral including coordinating content, design and production of Alumni/ae focused materials.
- Facilitate relationships with the student body to foster student engagement, student-alumni connections, and their participation as alumni/ae in the future.
- Assist with Advancement communications, helping to create content for the print and electronic vehicles, i.e., newsletters, e-blasts, emails, etc.
- Work interdepartmentally and with Advancement monthly email to communicate timely information to alumni/ae.
- Make requests for data, provide updated data and work with database specialist to ensure accurate and up-to-date information.

#### *General Advancement*

- Write donation thank you letters and review all letters, documentation, and account coding.
- Organize and follow through with new prospects introduced to Phillips through seminary events.
- Manage monthly giving program (Sustaining Donors) which includes increasing the number of givers, annual thank you letters and request for increase.
- Maintain positive relationships with donors, community contacts, and alumni/ae.
- Meet the components identified in Phillip's Advancement and Marketing plans as allocated by the Advancement Team.
- Develop and maintain cooperative and collaborative relationships and programs with other Phillips departments.
- Represents Phillips professionally in the community, seminary events and denominational events.
- Performs miscellaneous job-related duties as assigned.

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

#### **Competencies:**

- Ability to use technology efficiently and effectively.
- Ability to manage concurrent projects and deadlines.
- Attention to detail and follow-through essential.
- Positive attitude and professional appearance required.
- High capacity to inspire cooperation and work well with teams.
- Must be self-motivated and ability to work independently.

- Superior interpersonal and oral communication skills.
- Strong editing skills, excellent grammar, and superior writing skills.
- Flexible, non-judgmental, non-prejudicial mentality.
- Enthusiasm and affection for Phillips Theological Seminary.
- Knowledge of theological education.
- Strong capacity to adapt to a changing environment.
- Ability and desire to work towards the greater goals and mission of the seminary.
- Substantial experience with MS Word/Excel, PowerPoint, MS Access, database management, email and internet required.

**Supervisory Responsibilities:**

- No supervisory responsibilities

**Work Environment:**

This job primarily operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and mail machines. This job also occasionally operates in a traveling environment.

**Physical Demands:**

Frequently required to sit, stand, stop, lift, reach, kneel and walk. Walking is the predominant physical activity throughout the day. Occasionally required to lift/carry items weighing up to 15 lbs. The ideal candidate must be able to complete all the physical requirements of the job with or without reasonable accommodation.

**Position Type/Expected Hours:**

This position is full-time. Regular hours are 8 am to 5 pm with an hour for lunch. Evening and weekend work may be required, especially when travel is necessary.

**Travel:**

Some out-of-area and overnight travel is expected and necessary for relationship building and connection, however it is not the majority of the job. Primarily to connect with individual alumni/ae and to be present at denominational events.

**Required Education/Experience:**

- Masters or Doctorate degree from a theological seminary.
- Experience in creating and executing programming to engage participants.

**Preferred Education/Experience:**

- Experience in non-profit advancement, development, fundraising, prospect, donor management preferred.
- Ordained clergy preferred.
- CFRE designation preferred but not required.

**EEO Statement:**

Phillips is an ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws, including Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The Seminary does not discriminate against employees or applicants base on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

**Other Duties:**

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 position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

**Signature:**

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_