



**POSITION TITLE:** Director of Alumni Engagement

**BASIC FUNCTION:**

The Director of Alumni Engagement (herein, referred to as “DAE”) is responsible for the recruitment and training of alumni volunteers for Chapter Advisory Teams and Alumni Associations. This includes creating an annual plan, that aligns with the organization’s strategic vision, for the recruitment, retention, expansion and training of Chapter Advisory Teams and Alumni Associations. The DAE leads the recruitment, training, and certification of these volunteers, with the objective of providing robust alumni support to all active chapters and alumni associations of Phi Kappa Psi, and by doing so contributing to the improvement of the Phi Kappa Psi experience.

**SPECIFIC RESPONSIBILITIES:**

1. The DAE is a relationship manager who will develop and maintain relationships with chapter advisory teams and alumni associations and will serve as a primary resource to them. As such, they are expected to:
  - a. Provide support and service to existing Chapter Advisors, Chapter Advisory Team Members and Alumni Association Officers.
    - i. Chapter Advisory Teams are comprised of a Chapter Advisor, Faculty Advisor and at least four other Advisory Team Members. effectiveness of all Chapter Advisory Teams at each chapter.
  - b. Lead the recruitment and training of new Chapter Advisory Team Members and Alumni Association Officers.
  - c. Train and Certify all Chapter Advisors and Chapter Advisory Team members.
  - d. Lead the expansion of Alumni Associations in identified markets.
  - e. Annually, review and update the curriculum, programming, and education for Chapter Advisory Teams.
  - f. Document Chapter Advisory activity and effectiveness with each chapter, as well as database records on all Chapter Advisory Team members.
  - g. Document Alumni Association activity and assist groups with the planning of at least 2 annual AA events.
  - h. Assist alumni and select non-members wishing to join Chapter Advisory Teams in their local area.
  - i. Create resources which support and enhance Chapter Advisors best practices, including how to advise chapters on all aspects of chapter operations and growth.
  - j. Provides a premier customer service experience to Chapter Advisory Team Members and Alumni Association Officers.
2. Generate content for fraternity communications, with specific regard to Alumni volunteers.
  - a. Uses knowledge of Chapter Advisory Team Members and Alumni Associations to produce spotlight pieces on volunteers and volunteer activity.

3. Manage the Alumni Welcome Kit program, including its creation, content selection, distribution, follow through and reporting.
4. Work collaboratively with other departments to support other alumni volunteer roles such as, but not limited to, House Corporation Officers and National Volunteers.
5. The DAE is a resource of diverse expertise and will be expected to perform other duties as may be assigned by the Senior Director of Development & Alumni Engagement.

#### **INTERNAL RELATIONS:**

Reports to the Senior Director of Development & Alumni Engagement. As part of the Alumni Engagement Staff, the DAE will be involved in shaping the direction and activities of the Fraternity alumni with the Senior Director of Development & Alumni Engagement.

As a member of the Headquarters team, the DAE will support and assist other staff members in the provision of quality services and resources to alumni and undergraduates.

#### **EXTERNAL RELATIONS:**

Has a regular contact with Chapters Advisors, Chapter Advisory Team members, Alumni Associations and House Corporations. Maintains appropriate relationships with interfraternity colleagues, especially in the realm of chapter advisory, as well as with college and university officials.

#### **QUALIFICATIONS:**

The DAE should have earned at least a bachelor's degree from an accredited institution of higher learning. The DAE should be knowledgeable in Fraternity governance, as well as alumni association, alumni club operations and housing corporation operations.

#### **SALARY & BENEFITS:**

Phi Kappa Psi offers a competitive salary and benefits package including employer matching 401k.

Updated April 27, 2021