

**Title:** Director of Alumni Engagement

**Reports to:** Chief Executive Officer (CEO)

**Position Type:** Volunteer position

**Contact:** Send questions to [yanet.velazquez@hopestrong.org](mailto:yanet.velazquez@hopestrong.org)



**Duties and Responsibilities:**

- Develop and implement an alumni engagement plan to achieve monthly and yearly goals
- Build and develop a strong alumni portfolio and network
- Execute HoPe Alumni Association (HAA) membership recruitment goals
- Host HAA events
  - Seek out and collaborate with university/corporate/community/educational partners for venues to host the HAA events
  - Send informational and reminder emails to HAA members
  - Invite agreed upon guest speakers to the HAA events
  - Coordinate HAA event agenda with guidance and support of HoPe Founders
  - Seek local/community/corporate sponsors for HAA event catering, supplies, and materials needs
  - Collaborate with Director of Outreach to recruit volunteers for the HAA events
    - Lead team of volunteers at the HAA events
  - Email HAA members recap of events
- Collaborate with Development Team for all in-kind data, tax exempt letters, donor retention and communications, etc.
- Collaborate with Director of Marketing for HAA event media exposure
- Active member of the HoPe Leadership Awards planning committees
- Execute HAA event attendance goals
- Prepared detailed monthly reports for CEO
- Track Alumni Engagement program revenues and expenses
- Contribute to the HoPe communications strategy (in relationship to alumni engagement) as required
- Meet weekly with Alumni Association Coordinator to review progress
- Meet bi-weekly with Alumni Engagement Intern to review progress
- Partake in monthly meetings with Chief Executive Officer
- Partake in quarterly meetings with HoPe Leadership Council

**Qualifications:**

- College student or young professional
- Demonstrated interest/experience in Chapters, Leadership, Project Management, & Business Development
- Outstanding written and verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Excellent time management skills



- Work effectively in teams
- Excellent organizational skills
- Ethical and moral character
- Strong leadership skills
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint, and social media platforms (Facebook, Twitter, YouTube, etc.) required.
- Must be willing to commit for the whole 2017-2018 academic year
- Strong commitment to HoPe's mission and values
- HoPe Alumni preferred

**Time Commitment:**

- 10-15 hours per week.

*\*We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*