



Director of Alumni Relations

SUNY New Paltz Office of Development & Alumni Relations

About the SUNY New Paltz Foundation

Founded in 1976, the SUNY New Paltz Foundation, Inc. is a separate 501(c)3 that works to enrich the quality of academic life at SUNY New Paltz by raising private contributions. Gifts to the Foundation—from alumni, parents, and friends of the College—enhance the teaching, learning, and discovery that takes place on campus. There is virtually no activity on campus that does not benefit from the gifts made to the Foundation and to the endowment. One hundred percent of donated funds are used for programs that benefit students.

Summary

The department of Development & Alumni Relations at The State University of New York (SUNY) at New Paltz invites applications for the position of **Director of Alumni Relations**. Reporting to the Vice President of Development and Alumni Relations, the Director of Alumni Relations is a senior member of the Office of Development and Alumni Relations. We are seeking an experienced, strategic, dynamic, and creative professional to develop a strategic plan, and oversee implementation of a comprehensive program of activities that establishes and maintains relationships with the over 75,000 living New Paltz alumni worldwide.

Responsibilities

The Director is responsible for engaging alumni through personal interactions and activities that establish and maintain relationships that provide tangible benefits to them, our students, and the University. The Director creates and executes the department's strategic plan and uses data and strategic analysis to augment and guide decision-making. This role works closely with colleagues within the Development office as well as across departments to identify prospective alumni supporters, and creates working relationships with the University's deans, faculty, program directors, various campus leaders, and affinity groups. The Director is also responsible for overseeing the Alumni Council and directing their activities, including involving the Council in outreach to and solicitation of alumni. This position serves as a partner in the creation of the Alumni Magazine and Connect e-newsletter, as well as supervises a team of three: Assistant Director of Alumni Relations, Alumni Engagement Officer, and Assistant and manages the budget for the department. Along with the Assistant Director of Alumni Relations, the Director oversees strategy and planning for all special events including Reunion. With the Alumni Engagement Officer, the Director guides strategy for updates to and improvements of the Alumni Relations webpage, the Orange and Blue alumni Network, and social media.

Required:

- Bachelor's degree
- At least five (5) years' working in college or university alumni relations, or relevant experience in fields such as external affairs that involve strong constituency relations
- At least three (3) years of supervisory experience and a successful record of supporting and motivating staff as well as student workers
- Excellent oral, written communication, and interpersonal skills
- Strategic planning experience using data and analyses to bolster best practice and planning
- The ability to establish strong and effective personal and professional relationships particularly with volunteers and volunteer leadership and to develop knowledge of, and respect for, individuals of diverse cultures, experiences and backgrounds
- The ability to work effectively with various technologies such as the Microsoft Office Suite, and knowledge of complex relational database applications
- Strong organizational skills and project management skills, attention to detail and ability to effectively manage multiple and competing deadlines
- Flexibility, initiative and the ability to work independently as well as part of a team
- Demonstrable ability to strategize, implement and build constituency programs and activities
- High professional and ethical standards for handling personal, confidential, and financial information
- Occasional travel and attendance at evening or weekend events as necessary

Preferred:

- Master's degree
- Public speaking experience
- Experience with writing or editing publications
- Knowledge of Raiser's Edge database
- Knowledge of and experience with SUNY New Paltz (alumni preferred)

Special Instructions to Applicant

Electronic submissions required. Individuals with disabilities who need assistance with the application process should call (845) 257-3628.

Candidates will be required to electronically submit:

- cover letter
- resume
- two (2) writing samples (files should not exceed 9MB)
- contact information for three professional references

Salary Range

- \$88,000 - \$94,000 per year depending on qualifications and experience

Remote Work Policy

This position may have an opportunity for telecommuting under the terms and expectations of the currently approved telecommuting program. Telecommuting is not a term and condition of this position and is at the discretion of the University.

How to Apply

Please apply by visiting <https://jobs.newpaltz.edu/postings/2326>

Applications will be accepted until the position is filled.

Other important information about this vacancy

This position offers full New York State benefits which are among the most comprehensive in the country; see them here: <https://www.suny.edu/benefits/benefit-summaries/>. The State University of New York at New Paltz is a highly selective, public college that is recognized regionally for the strength of its academic programs. It is located in the beautiful Hudson River Valley with easy access to New York City and other nearby recreational and cultural amenities.

SUNY New Paltz recognizes the unique skills, perspective, talents and passion that each employee contributes to its learning community. To work here is to accept an invitation to participate in the growth and development of all campus members—students, faculty and staff. The College's commitment to inclusive excellence is an important part of our mission of public education and our culture. New Paltz continues to work on building a community that supports freedom, mutual respect, and civility. We seek others who support these values of diversity and inclusiveness and candidates of all diverse backgrounds who wish to participate in our cultural aspirations are welcome and encouraged to apply.

The State University of New York at New Paltz is an AA/EOE/ADA employer.

Federal law and regulations require notice to all prospective employees regarding crimes that have occurred on campus in the current three year period. Please refer to the University Police Web site for the complete Annual Security Report (Clery Report) at <https://www.newpaltz.edu/police/clery-compliance/annual-security-and-fire-safety-reports/>