

**Title:** Assistant Director of Alumni and Parent Engagement

**Institution:** Georgia Gwinnett College, Lawrenceville, GA

**About Us:**

Located in the vibrant community that is Gwinnett County, Georgia Gwinnett College (GGC) is a technology-rich, financially affordable, four-year institution with an access mission, housed on a modern 260-acre campus, 30 miles northeast of downtown Atlanta.

GGC's transformative model of education prepares students to be life-long learners through the four pillars of scholarship, leadership, service and creativity. With a diverse student body of over 11,000 and a similarly diverse faculty and staff of 1,300+, the college embraces innovative approaches to education and administrative services through an inclusive culture.

Georgia Gwinnett College recognizes the talents of its faculty and staff as the institution's most critical asset. Essential to the college's mission is the critical need to attract, retain, and engage a diverse and highly qualified workforce. In addition to the University System of Georgia's expansive benefit and retirement offerings, employees who have completed six months of regular full-time service with GGC are eligible for the system's Tuition Assistance Program (TAP). This program fosters the development and professional growth of employees through tuition assistance for eligible courses at any of the system's 26 institutions.

The University System of Georgia's total compensation package features an outstanding set of employee benefits for eligible positions, including, but not limited to, medical, dental, and vision plans, paid holidays, sick and vacation leave and retirement savings plans. More information can be found by visiting the USG Benefits webpage: <https://benefits.usg.edu/>

**Job Summary/Description:**

Reporting to the Director of Alumni Engagement, the Assistant Director of Alumni and Parent Engagement is responsible for providing innovative leadership to execute comprehensive strategies that engage alumni, parents/families and students in programming and communication to advance the mission of the Georgia Gwinnett College (GGC) Alumni Association, GGC Parents Council and Georgia Gwinnett College. Under the leadership of the Director of Alumni Engagement, this position develops, implements and manages events, programs and initiatives that drive alumni, parent/family and student engagement and affinity across the college, to maximize alumni and parent engagement, career success and a culture of philanthropy. This individual will be someone who can inspire alumni, parents, faculty, staff, students and members of the local, regional and national community to fulfill the organizational mission and whose work is guided by a comprehensive strategy for moving stakeholders through phases of engagement that result in greater engagement and donor support.

**Duties:**

- Works with GGC alumni, parents/families, students and the GGC community to create a parent/family engagement strategy and to assist Director of Alumni Engagement with implementing an overall alumni strategy to help build traditions, a culture of philanthropy and an engaged alumni and parent/family population.
- Assists with managing the Four Pillar Society student leadership program of the Advancement Division.
- Assists with management and growth of the Alumni Mentoring Program.
- Build a comprehensive parent and family program through the Council by developing and implementing a strategy that supports the mission of Georgia Gwinnett College and goals of the Georgia Gwinnett College Foundation.
- Collaborates with campus partners to provide opportunities for Parents Council to be involved in campus activities and support on campus events.
- Works with Development team to insure a giving strategy is created and implemented for Council members and the larger parent/family population.
- Supports the Director of Alumni Engagement with alumni board management and logistics. Cultivates Alumni Board members and prospects through phone, email and written correspondence.
- Under the leadership of the Director of Alumni Engagement and in consultation with Advancement communications professionals, manages Alumni website pages.
- Collaborates with communications staff to develop a communications plan aligned with college wide communications strategy. Supports communications activities by creating and sharing alumni focused content.
- Plans, executes and promotes alumni engagement activities and events including but not limited to alumni mixers, Grizzlyfest, student events, volunteer events and assisting with campus-wide events.
- Records event participation in Raiser's Edge. Ensures that event logistics are managed and conducts post-event follow up.
- Proactively adds accurate event information to Advancement staff calendars.
- Manages financial process and requirements for alumni and parent engagement programming, including timely paperwork submissions prior to events
- Updates alumni records to ensure database integrity.
- In collaboration with Director of Alumni Engagement, tracks alumni budget.
- In coordination with Advancement Services, processes appropriate reports.
- Other duties as assigned.

**Required Qualifications:**

- 4 Year / Bachelor's Degree
- 3 years demonstrated successful experience in a combination of any of the following: alumni relations, advancement/fundraising, marketing, management, community relations, external affairs, or related field
- Requires strong computer skills and software knowledge

- Requires excellent oral and written communication skills
- Requires excellent customer service skills and the ability to develop relationships across all constituent groups including alumni, parents, faculty and staff, students, and donors.
- Requires experience in project management including developing strategic marketing and event planning
- Must be highly self-motivated
- Capacity to inspire staff, volunteers and donors to action
- Requires ability to work effectively under pressure and meet established goals and objectives
- Able to work well as part of a team to achieve team goals and organization initiatives
- Ability to manage multiple projects simultaneously while maintaining careful attention to detail
- Requires ability to work with a diverse population

Here is the link to the full posting:

[https://careers.hprod.onehcm.usg.edu/psc/careers/CAREERS/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_JBPST\\_FL&Action=U&FOCUS=Applicant&SiteId=40000&JobOpeningId=236289&PostingSeq=1](https://careers.hprod.onehcm.usg.edu/psc/careers/CAREERS/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=40000&JobOpeningId=236289&PostingSeq=1)