



Alumni Development Officer

About Erskine College

At the heart of Erskine College is its Christian identity. The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

Description

The Alumni Development Officer at Erskine is an essential role, focused on engaging alumni in meaningful and beneficial ways with the institution.

Reporting to the Vice President of Advancement, the Alumni Development Officer is responsible for developing, creating, and implementing strategic programming and engagement opportunities for Erskine's 10,000+ alumni and current students. Specifically, the Officer will work closely with Advancement staff and the Alumni Board of Directors to interact with volunteers, chapter leadership, faculty, and key administration to develop, implement, and evaluate activities, programs, services, and communications to reach, serve, and engage alumni through as many opportunities, channels, and methods as possible. The Officer will create and grow alumni chapters, focusing on South Carolina, North Carolina, Georgia, and Florida; focus on other states is possible in the future. Regular travel is expected.

The Officer will work closely with the entire Advancement team to ensure proper coordination of alumni engagement.

The Officer will learn and use Erskine's database system (Raiser's Edge NXT) and maintain, research, and update alumni records with attention and commitment to detail and accuracy.

Location: in-person (Due West) or hybrid.

Responsibilities

Alumni Programming & Events

- (40%) Develop and implement alumni programming and events to increase alumni and student engagement.

- Assist in and lead strategic planning for some key alumni programming and events (both on and off campus). Tasks include but are not limited to budgeting, staffing, set up, engagement, and tear down.
- (20%) Manage the alumni chapter programs by providing support for chapters in planning, promoting, and implementing a variety of events and programs.

Engagement & Collaborations

- (15%) Build Erskine relationships with alumni and increase collaborations across campus.
 - Develop, contact, and maintain relationships with alumni, faculty, students, staff, and vendors.

Administrative

- (15%) Work with the Vice President and the Advancement team to understand and implement the organization's strategic priorities and goals.
 - Support organizational systems for the office to enhance workflow efficiency
 - Manage data requests and support the team with metric evaluations
- (5%) Represent the Vice President.
- (5%) Perform all other duties as assigned.

Qualifications

- Bachelor's Degree
- 1-5 years' experience in higher education, communication, public relations, marketing, or related field
- Ability to learn new strategies, build programming from scratch, and think creatively
- Excellent communication skills, both written and verbal
- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Ability to work well under pressure and manage multiple projects simultaneously
- Good organizational and time management skills
- Ability to work independently and as part of a team to meet expected deadlines and schedules
- A personal relationship with Jesus Christ
- Commitment to Erskine's vision, mission, and statement of faith
- Willingness to offer spiritual support to students and staff

Application Process

To ensure full consideration, interested candidates should complete the online application, which can be found [here](#). In addition, please provide the following:

- Resumé
- Cover letter
- References (at least three)