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**Assistant Director of Alumni Engagement
Office of Philanthropy and Engagement
Wofford College**

Position Summary: Wofford College invites applications for an assistant director of alumni engagement. The assistant director works collaboratively with the director of alumni to engage alumni through regional clubs, Homecoming Weekend, social media accounts, young alumni events, and other various efforts as dictated by the director of alumni engagement. This position will require some nights, weekends, and travel.

RESPONSIBILITIES

- Serve as primary liaison to all regional clubs in major and some secondary markets. Work with club volunteer leadership to provide local engagement opportunities for alumni.
- Scope of work to include setting a budget, providing advice and support, attending events and activities and assisting with club structure development.
- Oversee and create regional club social media content.
- Utilize internal database to plan internal and external events, set up registration and report on alumni participation in programs.
- Work with young alumni engagement officers to plan regional events for young alumni.
- Attend local and on campus events to promote Wofford.
- Work with the Office of Marketing and Communications to create and schedule social media content for the Alumni Office.
- Work with the alumni director to plan and execute all aspects of Homecoming Weekend.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree.
- Experience in alumni engagement, event planning, volunteer management or a related field with emphasis on recruiting, managing and inspiring volunteers and monitoring budgets and expenses.
- Self-motivated, action-oriented team player and relationship builder who can think creatively and work independently.
- Demonstrates persuasive communication and interpersonal skills with a diverse constituent group.
- The ability to complete multiple tasks simultaneously with close attention to detail.

- Experience with alumni and development databases and strong computer skills in Microsoft Office.
- Ability to comfortably and effectively speak in public and make presentations in meetings.

To apply, please send a cover letter and resume to grahamld@wofford.edu.