Assistant Director of Alumni Engagement

Wofford College is a place where thought leads, where ideas are celebrated and problem solving is expected. Wofford invites applicants who are focused on student success and excited to join a community committed to preparing thought leaders.

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,803 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful and supportive graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 20 NCAA Division I athletics teams.

Wofford College invites applications for an assistant director of alumni engagement in the Office of Philanthropy + Engagement. The assistant director of alumni engagement works collaboratively with the director of alumni engagement to engage alumni of Wofford College. This position will serve as the primary liaison to Wofford’s regional alumni clubs and will support the implementation of events and activities for the Office of Philanthropy + Engagement.

This is a full-time position located in Spartanburg, South Carolina, and will require some nights, weekends and travel.

DUTIES AND RESPONSIBILITIES

• Serve as primary liaison to all regional clubs. Work with club volunteer leadership to provide local engagement opportunities for alumni.
  o Scope of work includes setting a budget, providing advice and support, attending events and activities, and assisting with club structure development.
  o Oversee and help 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.
• 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 by the alumni director.
QUALIFICATIONS

- Bachelor’s degree or equivalent combination of education and experience is required.
- Experience in alumni engagement, event planning, volunteer management or a related field is required.
- Experience recruiting, managing and inspiring volunteers to meet strategic goals.
  - Ability to manage and foster productive relationships with leadership volunteers.
- Must demonstrate persuasive communication and interpersonal skills with a diverse constituent group.
- The ability to organize, prioritize and timely complete multiple tasks simultaneously with close attention to detail.
- Self-motivated, action-oriented team player and relationship builder who can think creatively and work independently.
- 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.
- Ability to manage and monitor budgets and expenses.

APPLICATION

All application materials must be submitted electronically to grahamld@wofford.edu. Please label the subject line Alumni Position. Application materials include: (1) a letter of application explaining how you meet the qualifications of this position, (2) a current resume, and (3) names and contact information for three professional references (including email addresses and phone numbers).

EEO STATEMENT

Wofford College values diversity within our students, faculty and staff and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and local laws. For information about Wofford’s Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.