Wofford College invites applications for an assistant director of alumni. The assistant director works collaboratively with the director of alumni to engage alumni. The assistant director is responsible for implementing events and activities of the Office of Advancement. This position will require some nights, weekends and travel.

DUTIES AND RESPONSIBILITIES:

• Serve as primary liaison to all regional clubs in major and some secondary markets. Work with club volunteer leadership to set a budget and provide advice and support for any activities or events.
• Utilize internal database to plan events, set up registration and report on alumni participation in programs.
• Work with young alumni engagement officer to plan regional events for young alumni.
• Attend local and on-campus events to promote Wofford.
• Identify, develop and implement a strategically designed affinity program for alumni in underserved groups.
• Create and schedule social media content for the Alumni Office.
• Work with the alumni director to recruit and organize reunion volunteers.
• Other duties as assigned by the alumni director.

QUALIFICATIONS:

• Bachelor’s degree or equivalent combination of education and experience.
• At least three years of experience in alumni relations, development or a related field, with a minimum of two years managing and fostering productive relationships with leadership volunteers.
• 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.
• Experience recruiting, managing and inspiring volunteers to meet strategic goals.
• Ability to manage and monitor budgets and expenses.
APPLICATION:
Application materials must be submitted electronically to DeFreitasLH@wofford.edu with “Alumni Position” in the subject line. Application materials include a letter of application explaining how you meet the qualifications of this position, a current resume, names and contact information for three professional references (including email addresses and phone numbers).

ABOUT WOFFORD COLLEGE:
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 1,775 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful 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 19 NCAA Division I athletics teams.

ABOUT SPARTANBURG:
Spartanburg County, the 5th-largest county in South Carolina, is home to nearly 328,000 people and 13 municipalities. The county is unmatched statewide in economic development for new investment and job creation. There are seven colleges or universities in Spartanburg as well as a comprehensive research and teaching hospital. The growing Spartanburg downtown area — with new shops and restaurants, public art and miles of walking and biking trails — is located a few blocks south of Wofford’s campus. To learn more about Spartanburg, visit onespartanburginc.com.

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.