Director of Alumni Engagement
Office of Alumni Engagement
Fort Lewis College
Durango, Colorado

Position Summary
Fort Lewis College seeks a creative and dedicated difference maker to serve as Director of Alumni Engagement. The individual hired will bring ideas, energy, a can-do attitude and an extreme pride of FLC to this position.

Serving as a chief evangelist for FLC, our alumni and students, this person will develop, implement and lead a comprehensive menu of programs and services to meet our alumni, students, parents and community in its place and space, leading to engagements that will make a difference in the life of our College and in the lives of our alumni.

Serving as an ambassador, the Director of Alumni collaborates with colleagues across campus to create and maintain pathways for alumni participation that advance the goals of Fort Lewis College through investment of time, talent and treasure. The person serves as a mission critical link between our alumni and the entire campus community.

The Director of Alumni Engagement reports to the Director of Alumni Engagement & Annual Giving and is a senior member of the Institutional Advancement team. The position supervises the Engagement Specialist.

Minimum Qualifications
- A minimum of four years of experience in alumni relations and external affairs with demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership. Experience in working with a wide constituency in a public relations, marketing, or sales setting may be substituted for alumni experience. Employment as a student in the appropriate setting is also accepted.
- The ability to gather, analyze and operationalize data to strengthen FLC alumni programs and services.
- Superb written and oral communication skills.
- Extraordinary interpersonal relationship skills.
- Flexibility and initiative, as well as the ability to work independently and as part of a team environment.
- Ability to plan, organize, and complete multiple tasks and projects simultaneously.
- High professional and ethical standards for handling confidential information.
- A sense of humor and the ability to work in a fast paced, often whitewater change environment.
- Ability to travel and work evenings and weekends as needed.
- An understanding of Fort Lewis College, our culture and people.
- Bachelor’s degree from an accredited institution.

Preferred Qualifications
- Must have documented ability to work collaboratively and courteously with each of our various publics.
- The demonstrated ability to strategize, implement and build constituency programs and activities, as well as a talent for motivating volunteers.
- Master's degree from an accredited institution in a relevant field.
Major Responsibilities

- Establish and build relationships with alumni and friends that lead to a stronger Fort Lewis College.
- Work closely with a cadre of alumni volunteers to develop programs and services that meet the needs of our alumni and the goals of the FLC Strategic Plan. FLC does not have a formal alumni association nor an Alumni Board of Directors.
- Partner with Director of Admissions to spearhead the introduction of alumni involvement in the admissions process.
- Educate and engage current students about the opportunities and responsibilities of being an FLC alumnus/a.
- Partner with appropriate offices and persons to plan the growth and accessibility of career networking services for students and alumni.
- Work with appropriate offices and persons to strengthen the sense of community with the families and parents of FLC students.
- Collaborate closely with Development colleagues in increasing support from alumni; routinely identify and qualify alumni prospects for gifts; communicate development-related activities appropriately.
- Manage the financial resources for Alumni Engagement, including FLC Foundation-held funds and state budgets.
- Raise funds for select special projects and events in collaboration with Development colleagues.
- Supervise Alumni Engagement Specialist and provide guidance to alumni volunteers.

Compensation

Salary range is $45,000-$55,000 plus a comprehensive benefits package. This is a full-time 12-month exempt staff position.

Application Process

A complete application packet includes:

- Cover letter addressing interest and qualifications for position
- Resume
- Names and contact information for three current, professional references

Submit materials as one PDF file via email:

Elizabeth Bussian   bussian_e2@fortlewis.edu

Application materials received by June 4, 2017 will receive full consideration. Position will remain open until filled.

The successful candidate will be required to submit original, official college transcripts, and pass a background check.
Equal Opportunity
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff.

About Fort Lewis College and Durango
Fort Lewis College is Colorado's public liberal arts college, offering baccalaureate degree programs in the arts, humanities, social sciences and natural sciences as well as professional programs in applied sciences, teacher education, and business administration. The college has a diverse student body with an enrollment of about 4,000 from 46 states and 22 nations, 24% Native American, and 11% Hispano.

The campus is located on a mesa top at the foothills of the San Juan Mountains as it converges with the desert Southwest. The College contributes directly to the cultural and economic vitality of the area.

Durango is the hub of Southwestern Colorado, situated in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four-season climate allows numerous opportunities for skiing, fishing, biking, golfing, etc. With an area population of 45,000, Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver, Phoenix, and Dallas. It is 3.5 hours driving distance from Albuquerque, N.M.