



opportunity unlocked

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ASSOCIATE DIRECTOR FOR COLLEGE AND ALUMNI RELATIONS

Organization Summary: Oliver Scholars prepares high-achieving Black and Latino students from underserved New York City communities for success at top independent schools and prestigious colleges. We provide crucial support for our Scholars so they can realize their full potential and ultimately give back to the city, the nation, and the world.

Position Summary and Reporting: The Associate Director for College and Relations serves as an ambassador to the college and Alumni community and as such is responsible for planning and executing programs and projects that strategically engage Oliver's College Scholars at the junior and senior levels, and our Alumni, and provides tangible benefits to the organization and current Scholars. The ideal candidate must be a "people person," have a strong sense of purpose and passion, be proactive, and capable of thinking strategically. S/he should be detailed oriented, have strong follow-through skills, and able to prioritize multiple assignments. The Associate Director for College and Alumni Relations reports to the Chief Program and Equity Officer.

RESPONSIBILITIES:

College and Alumni Relations Management

Plan, implement, and promote Alumni engagement programs that support Oliver Scholars' strategic plan of growing a pipeline of donors and potential donors as well as the goals of the Alumni Council.

- In partnership with Oliver's senior leadership, serve as a liaison between staff and the Alumni Council; lead the Alumni Council's quarterly in-person meetings, monthly phone meetings, and ensure strong and productive relationships between its members and Oliver Scholars' staff;
- Work with and lead the Alumni Council to effectively engage Alumni through meaningful programs and cultivation events that advance the mutual interests of the Alumni body and Oliver Scholars;
- Establish and build relationships with a wide range of Alumni; maintain regular communication with Alumni via direct contact, email blasts, Alumni web pages, and newsletters;
- Educate graduating Scholars on the benefits of participating in Alumni programs, volunteerism, and the importance of philanthropy;
- Increase donor support from Alumni through collaboration with Oliver's CEO and Development Department in the identification of Alumni prospects and the solicitation of Alumni gifts;
- Assemble and distribute departmental mailings to Alumni;
- Manage stewardship efforts with the Alumni community such as mailing gifts and cards in recognition of Alumni weddings, births, and graduations, and personally thanking Alumni for their contributions to the organization;
- Support fulfillment of annual Alumni fundraising goal in collaboration with the Chief Development Officer;
- Share in the development and implementation of targeted direct mail, social media campaigns, and other strategies for identifying, engaging, and soliciting new Alumni donors;

- Update and manage social media specifically used for Alumni outreach in collaboration with the Director of Communications and Marketing; and
- Develop and cultivate partnerships and programs that will support juniors and seniors who are Oliver College Scholars with internships and career placement, and matching with Oliver Alumni career mentors.

Events

- Serve as primary event coordinator for Alumni and cultivation events for upper-class college students;
- Design and plan events in collaboration with the Program and Development departments (idea conception to event execution, which includes overseeing operational support and logistics and assigning duties to other staff as needed);
- Prepare materials for events in consultation with Oliver's senior leadership (invitations, programs, flyers, etc.);
- Coordinate set up and break down at events;
- Manage and provide supervision to Alumni, and all other volunteers for all events; and
- Record all attendance data for events and share with appropriate departments.

Data Entry and Research

- Maintain integrity of Oliver's database by consistently ensuring accurate and complete Alumni database records; capture contact, biographical, and career information of Alumni via surveys, correspondence, postal returns, event attendance, etc.;
- Update Alumni information and log all interactions with Alumni in Raiser's Edge; and
- Research Alumni for future solicitations.

Operations and Other Duties

- In consultation with the Chief Program and Equity Officer, create, distribute, and analyze surveys to assess the efficacy of Alumni programs and events;
- Reach out to Alumni for meetings to thank them for their support, receive feedback about various topics pertaining to the Alumni community, and solicit contributions;
- Collaborate with Oliver's senior leadership to share information about internships, scholarships, job openings, and other opportunities that would benefit the Alumni community;
- Provide operational support for Oliver events; and
- Assist with projects and other duties as needed and requested within the organization.

QUALIFICATIONS

- Bachelor's degree required;
- 5 years of relevant development, program, and/or relationship management experience;
- Commitment to the mission of Oliver Scholars;
- Willing and able to work some evenings and weekends;
- Familiarity with Alumni and college support programs preferred; and
- Knowledge of Raisers Edge software/Database management preferred.

DESIRED COMPETENCIES

- Ability to create value in relationships;
- Determination to cultivate a sense of community among Oliver's constituents, past and present;
- Collaborative work style and great sense of humor;
- Ability to exercise independent judgment; strong decision-making skills;
- Excellent verbal, interpersonal, and group communications skills;
- Ability to write effectively in a fast-paced and changing environment;

- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values;
- **Adaptability** – Adapts to changes in the work environment; willing to learn new techniques and procedures; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events;
- **Innovation & Initiative** – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention; looks for and takes advantages of opportunities;
- **Planning/Organizing & Project Management** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans; communicates changes and progress; completes projects on time and budget; and
- **Interpersonal Skills** – Focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

HOW TO APPLY: For consideration, please forward your cover letter and resume to jobs@oliverscholars.org. Please note, “**Associate Director for College & Alumni Relations**” – **[your last name]**” in the subject line of your email. Only applicants under consideration will be contacted. No phone calls, please.

A diverse workforce and open culture are at the heart of our organization and vital to our success. Oliver Scholars is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, citizenship status, or current employment status. Candidates who identify as members of historically underrepresented groups are highly encouraged to apply.