JOB DESCRIPTION

TITLE: Director of Alumni Relations and Community Affairs

DEPARTMENT: President's Office

REPORTS TO: Reporting to the President

FLSA: EXEMPT

SALARY: $82,400 - $90,000

POSITION SUMMARY:

Reporting to the President, the Director of Alumni Relations and Community Affairs takes a leadership and partnership role in overseeing both alumni relations and community affairs. This position will also be an on-campus and community advocate for veterans. Collaborating with other key stakeholders such as the Office of the Registrar (Veterans Affairs School Certifying Official), Office of Financial Aid, Office of Advancement, Office of Enrollment Management, and others, this person will have primary responsibility for developing and maintaining alumni database, locating and engaging alumni who are not currently involved with the university and creating programming to increase alumni involvement. Additionally, this person will take primary responsibility for ensuring a welcoming environment for veterans, helping to facilitate and resolve any challenges veterans face in registration, retention, or other barriers. This person will work alongside the President and others on partnership development with local business, industry, nonprofit, government, and other partners and will work with the Office of Academic Affairs to generate information from business and industry about academic program alignment with area workforce needs. This person will work with the Offices of Academic and Student Affairs and others to help facilitate internships and service opportunities for students.

DUTIES AND RESPONSIBILITIES:

Serve as an advocate for veteran students and facilitator to eliminate barriers faced by veteran students, collaborating with other offices as needed, including certifying official and compliance personnel;

Serve as the primary outreach person to current and future alumni;

Lead alongside President and others certain workforce development and internship partnerships;

Create and maintain a pre-alumni program for currently enrolled students;

Create and/or maintain/update a database of existing alumni;

Reach out to alumni with regularity;

Create programming/events that appeal to alumni, recognizing and attending to the wide diversity in age, location, and other defining characteristics;

Partner closely with Office of Advancement to support university communications to alumni that originate in that office;

Partner closely with the Office of the Registrar (and Veterans Affairs School Certifying Official) and other relevant offices to facilitate compliance with issues specific to veterans;

Become trained and stay current on training related to said compliance issues;

Partner closely with the Office of Enrollment Management to recruit veteran students;

Plan and implement appropriate events to celebrate and support veterans, on and off campus;

Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent communication skills, written and verbal, and comfort/proficiency speaking to groups.

Basic computer proficiency is required.

Excellent organizational and time management skills.

Able to work independently, use initiative, and make substantive decisions.

MINIMUM REQUIREMENTS:

A minimum of a bachelor's degree in communications, criminal justice, pre-law, psychology, business, or a related field, or comparable work experience to substitute for the degree requirement;

A minimum of three years related work experience in positions either serving veterans, alumni, or similar constituencies.

Preferred Requirements:

Current or past service as an enrolled member of any branch of the military that constitutes classification as a "veteran" and/or experience working with and advocating for veterans and knowledge of the issues/barriers that are specific to this population.

Preference for an alumnus of Heritage University or someone with deep knowledge of the university and its culture.

BENEFIT PACKAGE (*benefit eligible is at least .75 FTE*):

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE (Applications should include the following):

- Cover Letter
- Resume
- List of References (names, addresses & phone numbers of 3-5 current professional references).
- HU Employment Application LINK: HU Application

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu OR Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.