



Job Description

Position Title	Manager
Department	Office of Alumni Development and Relations
Reporting To	Director, Office of Academic Performance and Careers' Services
Date	January, 2018
Type of Position	Full Time

POSITION DESCRIPTION

In this role, the incumbent will be responsible for devising and implementing HU's strategy for Alumni Development and Relationship Building in order to maximize alumni and donor interest in, and engagement with, HU.

DUTIES AND RESPONSIBILITIES

- ✓ Determining the strategic direction for Alumni Development and Relations, by using information and analysis available, and consulting with, key stakeholders and leadership of HU.
- ✓ Developing and implementing HU's Alumni Development and Relations strategy and detailed program. This would entail:
 - Alumni communication and publicity, including print and online publications targeted at alumni;
 - Web and email communication, including development and overview of the Development and Alumni Relations web site and web services for alumni;
 - Events and activities, agreeing target groups with other section heads, then ensuring that activity attracts and involves as many members of target groups as possible;
 - Encouragement and support of academic and other departments in undertaking events and communications which will promote good alumni relations;
 - Formation of Alumni association and other within Pakistan and overseas alumni groups/ clubs, providing strategic advice on communications and local events;
 - Close liaison with, provide support to, and help direct the activity of various alumni groups, both self and University-organised.
 - Development of strong student, alumni, staff and other volunteer networks working with key individuals to support and develop strategies for alumni relations activity and to identify individuals (particularly alumni and others) who may be for fundraising volunteer work and/or donations.
- ✓ Providing leadership, motivation and support in order to maintain the quality of the team's output so that the University's and Department's objectives are achieved.
- ✓ Creating, budgeting, managing and evaluating programs for Alumni engagement, Association building and other events implemented in collaboration with other program units and schools of HU.
- ✓ Overseeing liaison between the Alumni Relations team members and others in the University to ensure that there is effective communication with senior colleagues on matters relating to alumni events, alumni group activities, University publications, web and email communication.
- ✓ Meeting alumni and others, representing the Department and University at alumni, University and other external events and meetings, in Pakistan

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- ✓ Recruiting and managing volunteers to work with alumni groups for different HU initiatives and community development events
- ✓ Working closely with Departments who have frequent contact with alumni such as Global Engagement Office and Careers' Office along with Office of Institutional Research to strengthen Alumni development and relations strategy.
- ✓ Liaising with counterparts at peer institutions to ensure that the University's alumni relations program follows best practice.
- ✓ Maintaining a good knowledge of the higher education sector and, in particular, Habib University.

We seek candidates who are able to demonstrate experience and ability to advance Habib University's mission. Attention to detail and excellent interpersonal skills are necessary. A commitment to excel in a collaborative team environment is required. Women and minorities are encouraged to apply.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> ✓ Master's degree in Communications, Marketing, Public Relations or a related discipline.
Required Experience	<ul style="list-style-type: none"> ✓ At least 4-5 years of experience in an alumni relations, fundraising, public relations or similar role. ✓ Experience of working in higher education institution and/or educational organization; ✓ Experience of devising and implementing a strategic plan and project management ✓ Coordination and management experience, along with budget management ✓ Experience of delivering high-quality events and communications within a wider strategic framework ✓ Experience of, and demonstrable success in, recruiting, managing and motivating volunteers ✓ Experience in a fundraising environment
Personal Attributes	<ul style="list-style-type: none"> ✓ Organized and flexible, able to prioritize ✓ Highly motivated, able to work independently ✓ Proactive and positive approach. ✓ Empathy with the need to diversify funding for Higher Education institutions ✓ Ability to deal with confidential matters and act with discretion ✓ Ability and willingness to support colleagues ✓ Flexible approach to work and willingness to be flexible over working hours when required ✓ Capable of remaining calm and effective under pressure ✓ Ability and willingness to travel and occasionally to work at evenings or weekends

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Outstanding written and oral communication skills	High
2.	Outstanding interpersonal skills and articulation skills	High

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3.	Project and time management skills, with proven ability to meet deadlines	High
4.	Strong analytical, IT and administrative skills including experience in database manipulation and website maintenance	High
5.	Ability to work in teams and coordinate	High

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