Job Vacancy Notice

Job Title: Executive Director of Alumni Engagement and Initiatives (Professional School Assistant Administrator)
Job ID: 18877
Location: CUNY School of Law
Regular/Temporary: Regular

POSITION DETAILS
The Executive Director of Alumni Engagement and Initiatives (Executive Director) at The City University of New York School of Law (CUNY Law) will lead an alumni relations program designed to advance the mission of the law school – Law in the Service of Human Needs. S/he serves as the principal contact between the law school and the alumni community. The Executive Director is responsible for developing a robust substantive alumni program, cultivating and strengthening alumni relationships, managing and growing the alumni annual fund program, and conducting strategic planning in concert with the goals of the law school.

Reporting to the Dean of the Law School, the Executive Director will provide executive leadership and implementation focused on shifting the culture of the Law School to fully incorporate alumni in the life of the school including the development and delivery of our curriculum, supporting student affinity groups, building the career successes of our students and graduates, and serving as ambassadors for admissions. The Executive Director will have some reporting accountability to the Executive Director of Strategic Initiatives & External Relations, and work with the Director of Career Planning, Senior Associate Dean for Academic Affairs, Associate Dean of Clinical Programs, Associate Dean for Student Affairs, and Assistant Dean of Admissions and Enrollment Management.

A. Alumni Engagement
The Executive Director will develop a strategy to create a vibrant alumni community to impact the law school, applying alumni engagement best practices to this end. S/he will work with other departments to aid and assist them in reaching their goals, and develop synergies with alumni programming.

The Executive Director will collect information about alumni through an annual alumni engagement survey. S/he will be responsible for tracking, updating and using this information to promote individual and affinity group engagement, and to claim and disseminate information about alumni within the alumni community, and to advance the law school.

The Executive Director will plan and implement a reunion, alumni-focused CLE and other events. On alumni engagement, the Executive Director will work closely and in coordination with Executive Director of Strategic Initiatives & External Relations, and the Directors of Communications and Development.

B. Alumni Involvement in the Law School
The Executive Director will promote a culture in which alumni contribute their substantive knowledge of the development of practice to clinics and classrooms deepening the academic program. The Executive Director will work with the Law School faculty and administrators to identify curricular opportunities for alumni participation, and for ways that alumni can support student groups based on their current interests and associations during law school. The Director will recruit, manage, train (when appropriate), record, report, and evaluate alumni volunteers/participation. In strengthening alumni involvement, the Executive Director will work closely with the faculty, along with the Senior Associate Dean for Academic Affairs, Associate Dean of Clinical Programs, Director of Career Planning, Associate Dean of Student Affairs, and Assistant Dean of Admissions and Enrollment Management.
Affairs, and Student Activities Manager.

C. Career & Networking Events
The Executive Director, in concert with the Director of Career Planning, will develop, market, and evaluate programming to support alumni throughout their careers from job skills workshops, mentoring, speed-networking opportunities, Community Legal Education (CLEs), developing innovative models for law practice, and other activities that advance our mission.

In concert with career services, the Executive Director will design and implement events, and develop student-alumni relationship building opportunities (e.g. mentoring) with the goal of supporting student employment efforts.

D. Community Legal Resource Network (CLRN)
The Executive Director will develop and manage opportunities for alumni to support communities across New York City with an array of programming. This includes managing the Community Legal Resource Network with an array of programs including a city counseling program in which low-bono attorneys provide workshops, legal counseling and workshops.

To this end, the Executive Director will conduct planning, program assessment and evaluation; staff development and evaluation; data collection and technology systems; monitor fiscal and administrative operations; hire, train and supervise staff, independent contractors and fellows. The Executive Director will submit grant applications and advocate for support; conduct contract negotiations; and comply with programmatic and fiscal reporting requirements. In this area, the Executive Director will work with the Director of Career Planning, and colleagues in Institutional Advancement.

- Other duties as assigned by the Law School Dean and Executive Director of Strategic Initiatives & External Relations
- Regular evening and occasional weekend work required

QUALIFICATIONS
This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience. Additional qualifications are defined below.

The successful candidate will have the following experience, knowledge, skills and abilities:
- Advanced degree in law
- Eight or more years of experience in innovation and program development, management, administrative leadership, managing publicly or privately-funded educational, workforce, economic or community development, internship, employment, or training programs
- Experience in starting and managing non-profit and private practice legal offices
- Knowledge of the history and current state of access to justice and the unmet legal needs of underrepresented communities, low and middle income New Yorkers
- Demonstrated effectiveness in fundraising for innovative legal programs
- Excellent interpersonal skills with demonstrated ability to interact with diverse internal and external constituents
- Ability to track progress towards identified outcomes through quantitative and qualitative methods and use data to monitor and improve program offerings and operations
- Broad supervisory experience managing, supervising and developing teams of staff members
- Experience in building effective teams with a culture of coordination and support
- Entrepreneurial, strategic, proactive, flexible, decisive, and diplomatic
- Strong ability to work effectively, both independently and collaboratively with diverse internal and external constituents at various organizational levels
- Effective interpersonal communication, writing, negotiation, presentation, and group facilitation skills
- Detail oriented with strong analytical, decision-making, research, and evaluation skills
- Strong organizational and follow-through skills to develop and execute work plans, lead large or small-scale initiatives, manage multiple complex assignments, meet deadlines, and adapt to changing situations and priorities
- Demonstrated ability to work strategically and collaboratively across departments
- Computer proficiency using administrative, financial or academic programs, systems or databases

CUNY TITLE
Professional School Assistant Admin

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE

Resumes will be accepted through July 13, 2018.

JOB SEARCH CATEGORY

CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.