



Job Vacancy Notice

Job Title	Alumni Relations Director - Law School
Job ID	28387
Location	CUNY School of Law
Regular/Temporary	Regular

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POSITION DETAILS

The City University of New York (CUNY) School of Law is a national leader in progressive legal education with a dual mission of training a diverse group of students to become excellent public interest attorneys and providing access to the profession for members of historically underrepresented communities. As part of its mission, the Law School prepares students to practice "Law in the Service of Human Needs," and to transform the practice of law and legal education to make it more inclusive and just. We are the most racially diverse law school in the nation and are consistently a top-ranked law school in the country for clinical legal education.

The Department of Alumni Relations at CUNY School of Law invites applications for the Director of Alumni Relations position. Reporting to the Executive Director of Institutional Advancement, the Director of Alumni Relations leads the Alumni Relations and Strategic Initiatives team. We are seeking an experienced, strategic, dynamic, and creative professional to develop a strategic plan and oversee the implementation of a comprehensive program of activities that establishes and maintains relationships with the over 5,000 living CUNY School of Law alumni worldwide.

The Director will foster a community of alum donors and volunteers, building relationships and engagement with new and prospective alum donors and strengthening relationships with previously engaged alums. This position will lead special events and outreach efforts supporting community-building, including events, volunteer engagement, and regular, effective communication, and ensuring outreach is aligned and integrated. This role creates and manages alum affinity groups and creates engagement for alums domestically and internationally. This position works closely with the faculty, office of communications, and other senior leadership at CUNY School of Law to lead and participate in numerous collaborative activities with colleagues in Student Services, Career Services, Development, and Marketing/Communications.

This role works closely with colleagues within the Development office and across departments to identify prospective alum supporters, creating working relationships with the faculty, program directors, various campus leaders, and affinity groups. The Director is also responsible for creating an Alumni Council and directing their activities, including involving the Council in outreach to and soliciting alums. This position serves as a partner in the creation of the Alumni Magazine and e-newsletter, as well as supervises a team that includes the Associate Director of Alumni Engagement & Initiatives and Community Legal Resource Network (CLRN), and Program Specialist, City Counseling Program Manager, and manages the budget for the department.

Position may require evening and weekend duties. This position is also eligible for hybrid work (30% remote and 70% in-office) until further notice.

QUALIFICATIONS

Bachelor's Degree and eight years' related experience required.

Preferred: Preferred Qualifications include:

- Master's degree
- At least five years working in college or university alumni relations, or relevant experience in fields such as external affairs that involve strong constituency relations
- Experience working with the Development Office to create an alum pipeline for solicitations, campaigns, etc.
- Public speaking experience
- Experience with writing or editing publications
- Knowledge of Raiser's Edge database
- Demonstrated experience with leadership skills, overseeing staff, and attention to detail

CUNY TITLE OVERVIEW

Directs College alumni relations strategy and operations to develop an active and engaged alumni base.

- Develops short and long term plans, goals and objectives to create and sustain strong relations between the College and its alumni base

- Designs, implements and evaluates strategies and initiatives to increase involvement among alumni through various outreach and affinity programs

- Oversees alumni communications, events and activities

- Briefs executive management on department operations and performance
- Prepares budget forecasts and authorizes allocation spending
- Cultivates and maintains relationships with alumni donor and volunteers
- Manages professional and clerical staff
- Performs related duties as assigned.

Job Title Name: Alumni Relations Director

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

\$115,333 - \$124,656, 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 June 9, 2024.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

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.

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