



Director of Alumni and Parent Relations

Franklin University Switzerland seeks a Director of Alumni and Parent Relations who is responsible for the planning and implementation of effective programs and communications to generate interest in and engagement with the University among the University's alumni and parents around the world. The Director works closely with advancement colleagues and other University staff, volunteer leadership, faculty, and students to accomplish a diverse set of short- and long-term program goals.

Responsibilities:

- ❖ Establish and build relationships with a wide range of alumni and parents across the globe via, email blasts, alumni and parent portals, print publications, events, and face-to-face meetings
- ❖ Serve as staff liaison/manager for the Franklin Family Association (FFA), providing guidance and support to its volunteer leadership to meet annual and long term FFA objectives, including annual fundraising goals
- ❖ Manage production of printed communications including a parent handbook and parent newsletter
- ❖ Ensure accurate and complete alumni and parent database records; capture contact, biographical and career information via online community, correspondence, surveys etc.
- ❖ Maintain and oversee the University's Online Community (My Franklin Community)
- ❖ Contribute content on a regular basis to the University's Alumni and Parent Portals
- ❖ Implement and manage electronic mobile applications that serve the alumni and parent community
- ❖ Research, plan, coordinate and implement innovative, special events for alumni and parents on-campus and in other areas around the world, including the Global Alumni Reunion in Lugano
- ❖ Plan and recruit participants for the Alumni Academic Travel program
- ❖ Work closely with Franklin Alumni Council, arranging its meetings, staffing its committees/task forces, overseeing its initiatives and ensuring strong and productive relationships between its members and the University
- ❖ Partner with Office of Admissions to involve alumni and parents in the admissions process; partner with Office of Student Life to plan the growth and accessibility of career networking services for students and alumni
- ❖ Collaborate closely with the Advancement Office in increasing support from alumni and parents; routinely identify prospects for gifts
- ❖ Work closely with the Advancement Office to educate graduating students about alumni relations and philanthropy
- ❖ Manage the Alumni and Parent Relations budget

Other tasks:

Other duties including participation in planning for the advancement office as a whole, and development and/or implementation of other initiatives may be assigned by the President.



Qualifications:

- ❖ Bachelor's degree; liberal arts degree preferred
- ❖ Alumni/parent relations experience with demonstrated accomplishment in fostering productive relationships with volunteers, or equivalent experience, preferably in higher education environments
- ❖ Multiple language skills and experience living or traveling outside native country desirable
- ❖ Excellent cross-cultural communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the University's internal and external communities
- ❖ The demonstrated ability to strategize, implement and build constituency programs and activities
- ❖ Strong writing, planning and organizational skills
- ❖ Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- ❖ Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals
- ❖ Ability to travel nationally and internationally and work evenings and weekends as needed
- ❖ A strong belief in the value of a liberal arts education and ability to convey that belief to others with credibility and enthusiasm
- ❖ Ability to work effectively across national and cultural boundaries
- ❖ Ability to work collaboratively with other team members across physical distances and time zones
- ❖ Ability to produce successful program outcomes by guiding the efforts of volunteers and others
- ❖ Commitment to working ethically and with integrity, and upholding the highest standards of constituent confidentiality and trust at all times
- ❖ Experience using an alumni/development constituent database; Raiser's Edge preferred

About Franklin : ❖ Franklin University Switzerland is a private, independent University recognized and accredited in Switzerland and the United States. It offers a unique and innovative approach to Liberal Arts education, characterized by an emphasis on international exposure and experiential learning in a diverse environment and a unique semi-annual program of credit-bearing, faculty-led international travel.

How to Apply

Applications should include a letter of interest, a CV, and the names and contact addresses for three referees. Please apply electronically to daprsearch@fus.edu

Anticipated start date: May 1st, 2017 or soon thereafter.

Applications will be reviewed upon submission.

Franklin University Switzerland is an Equal Opportunity Employer.