MANAGER - ALUMNI ENGAGEMENT

DEPARTMENT/UNIT: Dean Faculty Office
FACULTY/DIVISION: Faculty of Science
CLASSIFICATION: HEW Level 8
WORK LOCATION: Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

There’s a certain feeling you get from working at Monash University. It’s the feeling that you’re a part of something special. Something significant. So if you’re looking for the next chapter in your career, it’s here. You’ll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that’s filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers.

The Faculty of Science contributes to the University’s goals via research, teaching and partnerships with industry, government and individual supporters. Our five Schools cover a large and diverse range of disciplines in undergraduate and postgraduate courses. Ten Schools from other university faculties contribute to science teaching at all levels, allowing students to choose their studies from physical, biological, biomedical, behavioural, environmental, mathematical and computer sciences. The research in the Faculty of Science is carried out by world-class researchers. Their work spans the theoretical to the applied, contributes to new knowledge and technologies, and challenges how we interact with the world. To learn more about the Faculty of Science, please visit our website: www.monash.edu/science/

The External Relations, Development and Alumni Division (ERDA) works collaboratively across the University to initiate, grow and steward strong person to person relationships with key stakeholders that support Monash University’s research and education programs. Our work delivers outcomes that significantly enhance the University’s profile, reputation, resources and impact. The division sits within the Office of the President and Vice-Chancellor. To fulfil our mission, ERDA oversees a range of activities including alumni engagement, fundraising, communications, external engagement, donor programs and government relations for the University, nationally and internationally. To learn more about us and alumni engagement across Monash, please visit our website: http://www.monash.edu/alumni.

POSITION PURPOSE

The Manager, Alumni Engagement is responsible for the development and implementation of an Alumni Engagement plan for the Faculty of Science and also manages the delivery of a program of alumni activities that co-create impact with alumni. This will include hands-on involvement in alumni events and services, alumni volunteer recruitment, alumni recognition, and alumni research.
Engaging extensively with our alumni, operationalization of the strategy, and coordination with internal/external stakeholders are key expectations of and central to the success of this role.

The alumni engagement plan is expected to build a clear roadmap of how we will:

1. Re-engage with our alumni in a more meaningful way
2. Deliver on our core promise to alumni that Monash is a source of lifelong benefit and a vehicle for making a difference
3. Foster a culture that values alumni engagement and weaves alumni into the fabric of faculty activities in student recruitment, education and the student experience, as well as research, philanthropy and industry engagement

The incumbent will be accountable to achieve specific targets for alumni engagement, will act as a university ambassador and represent the University in alumni forums, and must support and work closely with key colleagues across the Faculty, ERDA, and the broader University community.

**Reporting Line:** The position reports to Faculty General Manager under broad direction working with a degree autonomy. The role also has an indirect reporting line to the Director, Alumni Engagement within ERDA

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Design and deliver the Faculty Alumni Engagement Plan, aligned with the Faculty’s strategic objectives that maximize benefit to alumni and alumni participation in the core business of the Faculty, especially student recruitment, education and the student experience, research, philanthropy and industry engagement
2. Build a pipeline of successful alumni to create deep engagement between the Faculty and its alumni
3. Develop and implement relevant business systems and processes to deliver the Faculty Alumni Engagement Plan
4. Collaborate with colleagues across Monash to build a data and analytics approach to understand the Science alumni community at scale, with particular reference to celebrating and engaging prominent alumni, understanding graduate outcomes and engaging alumni in student recruitment
5. Monitor and evaluate the alumni engagement program, driving towards specified alumni engagement and satisfaction targets whilst maximizing efficiency and effectiveness
6. Engage extensively with alumni and serve as the key relationship manager for Science alumni and encourage involvement in and support of the University among these individuals and their circles of influence
7. Collaborate and build relationships with key colleagues within the Faculty and ERDA, and with other faculties and divisions of the University as needed, to provide a strategic and coordinated approach to alumni engagement both at a local and international level
8. Build a greater awareness of the value of alumni among current students and Faculty staff, as part of a broader effort to lift the profile of alumni relations
KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A postgraduate qualification in a relevant field with extensive relevant experience; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Experience in relationship management, as well as an ability to develop and sustain relationships, across a range of cultures and countries

3. Strong interpersonal skills, including the ability to manage stakeholders and collaborate with colleagues at all levels of seniority

4. Excellent verbal and written communication skills including the ability to prepare detailed briefs, policies, reports and correspondence for senior management on complex issues

5. Proven track record in working independently in complex environments

6. Strong analytical and conceptual skills with a proven track record in supporting senior executives

7. Demonstrated experience in utilizing data metrics and analytics to develop frameworks and continually improve work practices and performance outcomes

8. Strong planning, organisational and project management skills

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.