

**Position Description**

**Alumni** **Relations** **Coordinator**

**Position No:**  50025926

**Department:** Alumni and Advancement **School:** Office of the Vice‐Chancellor **Campus/Location:** Bundoora

**Classification:** Higher Education Officer Level 7 (HEO7)

**Employment Type:** Fixed Term 12 months

**Position Supervisor: Number:**

Associate Director, Alumni Relations

50019080

**Other Benefits:**  <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University ‐ <http://www.latrobe.edu.au/about>

Alumni and Advancement – <http://latrobe.edu.au/alumni>

**For enquiries only contact:**

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**Position Description**

**Alumni Relations Coordinator**

**Position Context**

The Alumni and Advancement Office is responsible for philanthropic fundraising and engagement with La Trobe University’s alumni community (192,000 as at December 2017). The Alumni and Advancement Office is an outwardly facing unit of the University and engagement with stakeholders is major element of most activities undertaken.

Reporting to the Associate Director, Alumni Relations and working closely with all members of the Alumni and Advancement Office and key stakeholders across La Trobe University’s operations in Bundoora, Melbourne city, Bendigo, Shepparton and Mildura, this position is responsible for the implementation of key strategic and tactical alumni relations initiatives. The position holder will be required to work across all teams within the Alumni and Advancement Office and many relevant divisions and departments across the wider University (including the Office of the Vice-Chancellor, all regional campuses, the Colleges, Careers and Employability, University Events, the Digital Engagement and Media departments and more).

The primary focus of this role will be on domestic alumni engagement, with specific emphasis on our regional Victorian operations and stakeholders.

* Maintaining and building positive, mutually beneficial relationships with engaged alumni
* Designing and implementing alumni-focused initiatives and events that are aligned to the University’s strategic objectives with particular emphasis on developing regional programs
* Proactively identifying, approaching and engaging speakers and VIPs for strategy-aligned alumni events
* Coordinating a suite of activities, including a series of events. Coordination includes but is not limited to arranging venues, catering, invitations, managing RSVPs, seeking feedback and reporting back.
* Managing, developing and extending the Mentoring Program
* Supporting the broader suite of alumni relations initiatives
* Providing a vital link for the fundraising activities within the Alumni and Advancement Office.

**Duties at this level may include:**

* Performing tasks as an Alumni Relations specialist that require the application of substantial theoretical and/or professional knowledge and experience in key stakeholder communication and engagement.
* Independently implementing, monitoring, evaluating and redesigning fit-for-purpose, AAO strategy-aligned campaigns
* Co‐ordinating actions and proposing innovative initiatives that cross specialist, organisational or functional boundaries.
* Working independently to deliver outcomes to objectives rather than focusing only on process and precedent.
* Anticipating stakeholder needs/requests, identifying potential challenges and opportunities and facilitating outcomes that benefit our key stakeholders and the wider University.
* Advising senior staff proactively and reactively in relation to any issues and opportunities relevant to the AAO portfolio in general and the Alumni Relations area specifically.
* Providing alumni relations-focused advice to others.
* Applying a detailed knowledge of the interrelationships in a university/higher education setting between a range of diverse Alumni Relations and Advancement policies and activities.
* Monitoring, reviewing and developing procedures relevant to the continuous improvement of the Alumni Relations and Advancement Office.

**Key Selection Criteria:**

**Required:**

* An undergraduate degree or at least five years of professional experience in alumni relations or any area of key stakeholder and engagement relevant to the position.
* Proven capacity to work autonomously as well as collaboratively and cooperatively in a team environment.
* Excellent written and oral communication skills
* Demonstrated experience in successfully coordinating multiple communication and engagement activities and events concurrently. Including post-event reporting, debriefing and retooling.
* Demonstrated high level of self‐motivation and personal management skills.
* Ability to develop innovative events and activities engage, activate and advance relationships with key internal and external stakeholders.
* Excellent interpersonal skills with demonstrated skill in dealing effectively with a diverse range of stakeholders
* Demonstrated competence using the Microsoft Office software suite (specifically MS Word, MS Outlook and MS Excel

**Desirable**

* Experience in a comparable university role
* Knowledge of Raiser’s Edge or equivalent client relationship management databases and project management software.

**La Trobe Values**

At La Trobe we:

* take a world view
* pursue ideas and excellence with energy
* treat people with respect and work together
* are open, friendly and honest
* hold ourselves accountable for making great things happen.

For Human Resource Use Only

Initials: Date: