

# ALUMNI MANAGER

DEPARTMENT/UNIT	Arts Faculty Office
FACULTY/DIVISION	Faculty of Arts
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

## ORGANISATIONAL CONTEXT

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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](http://www.monash.edu).

**Monash Arts** is one of the largest, most diverse and dynamic arts faculties in Australia, with particular strengths in the humanities, performing arts, languages and social sciences. We encourage the development of innovative studies that operate at the intersection of traditional academic disciplines. The faculty delivers programs via eight schools and across six campuses, both in Australia and offshore, with courses ranging from undergraduate diplomas and degrees through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff, who work at the cutting edge in their fields and carry this expertise and enthusiasm into their teaching. To learn more about Monash Arts, please visit our website: <http://future.arts.monash.edu/>

The **Arts Alumni & External Relations** group is responsible for developing and implementing faculty external relations activities to effectively engage with alumni, international partners and external stakeholders. It also provides support to schools and centres in the promotion and management of performances, conferences, exhibitions and other faculty events, and it provides leadership in the development of collaborative links with overseas partners to deliver on faculty international engagement priorities.

## POSITION PURPOSE

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The Alumni Relations Manager is responsible for managing and delivering strategies for alumni relations, programs and events and coordinates a comprehensive network of alumni stakeholder relationships. The Alumni Relations Manager is a key interaction point between the portfolio, internal and external client groups, and works closely with internal partners such as External Relations, Development and Alumni (ERDA), to ensure alignment with the University's wider alumni engagement strategy.

The Alumni Relations Manager manages relationships with various stakeholders in order to build strategic alumni involvement both in Australia and overseas.

The Alumni Relations Manager also plays a critical role in advising on new developments in alumni relations and developing and implementing strategies and communication plans for engagement with priority alumni segments. The position works closely with internal and external stakeholders for providing a range of alumni relations services to foster engagement and contribute to new business opportunities in education and research.

**Reporting Line:** The position reports to the Senior Manager, Alumni and External Relations

**Supervisory Responsibilities:** None

**Budgetary Responsibilities:** The manager is responsible for delivering projects within agreed budgets.

**Financial Delegation:** Not Applicable

## KEY RESPONSIBILITIES

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1. Develop and implement a faculty alumni strategy and agreed initiatives, informed by alumni and key stakeholder input, designed to increase the connection of the faculty with its alumni
2. Develop and implement a multi-channel alumni relations communications plan, designed to build alumni engagement, including for giving and philanthropic activities
3. Undertake ongoing research into the profile of Arts alumni, to identify opportunities and needs, including possible involvement in student recruitment, education programs, community outreach, student mentoring and industry advisory boards,
4. Develop relationships and liaise with both local and overseas alumni associations and groups to build strong engagement
5. Ensure information on prominent alumni is captured, updated and shared as appropriate to inform alumni, fundraising, external relations and marketing activities
6. Build and maintain effective working relationships with all colleagues and key stakeholders across the Faculty and the University, to ensure that outcomes are achieved in a cooperative and constructive manner
7. Oversee effective faculty engagement with relevant university projects and change initiatives, ensuring that the Faculty's interests are well represented at all times
8. Actively participate in relevant faculty and university networks, representing the interests of the Faculty as required
9. Foster a strong and positive culture, by modelling appropriate values and behaviours at all times

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A relevant postgraduate qualification or progress towards a postgraduate qualification, with significant experience in managing in a tertiary institution or equivalent environment or an equivalent combination of relevant knowledge, training and experience

### Knowledge and Skills

2. Demonstrated experience in the development and implementation of successful alumni engagement strategies
3. Strong interpersonal and communication skills, including the ability to confidently and clearly convey ideas and information and understand and meet the needs of target audiences
4. Demonstrated relationship building and experience in successful establishing and maintaining meaningful relationships with people at all levels and from a range of cultures
5. Demonstrated experience in strategic analysis, and experience in policy, guidelines and procedures development.

## OTHER JOB RELATED INFORMATION

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- 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
- Possession of a current Victorian driver's licence is desirable
- A current satisfactory Working With Children Check is required

## GOVERNANCE

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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.