



Assistant Director of Alumni Relations

Kentucky Wesleyan College is a leader in liberal arts and professional education with a long-standing reputation for quality and academic excellence. Currently serving approximately 700 students, Kentucky Wesleyan provides a challenging and supportive academic experience, a positive work environment, and a stimulating culture. Kentucky Wesleyan produces highly qualified graduates who become successful professionals in the career of their choice and valuable members of their communities.

Kentucky Wesleyan College seeks applicants for a full-time Assistant Director of Alumni Relations. Reporting to the Senior Director of Alumni Relations, the Assistant Director is responsible for supporting the efforts of the Office of Alumni Relations in planning and hosting a comprehensive series of events to build and strengthen relationships between alumni and the College.

Responsibilities:

- Supports the planning and execution of activities for Alumni Relations and Alumni Association (e.g., homecoming, regional events, reunions).
- Serves as the point of contact for Young Alumni Council, providing administrative support for the group and planning and executing initiatives to engage this constituency.
- In conjunction with Student Life, identifies opportunities to increase alumni involvement and participation in student activities, building student awareness of alumni participation.
- Serves as a liaison between Alumni Chapters and the College, assisting in volunteer recruitment and management, event planning, and communications.
- Utilizes social media to enhance College communications and outreach to alumni, identifying new and emerging channels and opportunities to increase engagement.
- Supports the Senior Director of Alumni Relations in management and cultivation of the Alumni Association Board of Directors.
- Identifies and coordinates volunteer opportunities for the members of the Board of Directors and the Young Alumni Council.

Qualifications:

- Bachelor's degree from an accredited institution.
- Experience in non-profit fundraising and alumni relations is preferred but not necessary.
- Excellent communication, interpersonal, and computer skills are required.
- Well-developed skills to multitask, think critically, and creatively solve problems.
- A positive attitude and willingness to contribute collaboratively in a team-oriented environment.
- Proficiency with Microsoft Office programs, including Word, Excel, and PowerPoint.

Benefits

This full-time position has access to a full range of employee benefits, including health, dental, vision, and life insurance; retirement plans; tuition plans; and a generous benefit time program.

To Apply

Please submit a cover letter and resume to Cindy Sublett in Human Resources at csublett@kwc.edu.

Kentucky Wesleyan College is an equal opportunity employer.

Review of applications will begin immediately and will continue until the position is filled.

Additional information about Kentucky Wesleyan College, the Advancement Office, and the Owensboro community may be found at:

- <http://www.kwc.edu>
- <http://kwc.edu/about-wesleyan/advancement/>
- <http://www.owensboro.org/>

About Owensboro

Kentucky Wesleyan College is located in Owensboro, Kentucky, a vibrant, beautiful, and safe city on the Ohio River. Owensboro offers a big-city feel with southern charm and is easily accessible from metropolitan locations such as Evansville, IN; Louisville, KY; Nashville, TN; and St. Louis, MO.

With more than 20 annual celebrations, including the International Bar-B-Q Festival, Owensboro is known as Kentucky's Festival City. Owensboro also has the distinction of being named one of the Top 50 Sports Towns in the United States by Sports Illustrated. BusinessWeek ranked the city the "Best Place to Raise Your Kids: 2010" in Kentucky based on the city's low crime, outstanding school test scores, and a low cost of living.