
Job Title	Alumni Relations Director
PVN ID	QC-2510-007087
Category	Managerial and Professional
Location	QUEENS COLLEGE
Department	Development
Status	Full Time
Annual Salary	\$110,000.00 - \$130,000.00
Hour(s) a Week	35
Closing Date	Dec 29, 2025 (Or Until Filled)

General Description

The Alumni Relations Director provides leadership and management of all alumni relations and alumni initiatives for the Office of Institutional Advancement (IA).

The Director reports to the Vice President for Institutional Advancement and is the primary liaison between the College and its network of alumni and alumni leaders.

Other Duties

- Develop, market and implement programs which communicate the importance and value of the QC Alumni Network.
- Regularly update the Office of Alumni Relations website with messaging, news & events for alumni.
- Identify opportunities for engagement/networking in support of career development for current students and recent graduates within the greater campus community.
- Manage the ASK (Alumni Sharing Knowledge) program in collaboration with the Center for Career Engagement & Internships and academic areas.
- Liaison to the Queens College Foundation Committee on Alumni Engagement and Career Services.
- Liaison for academic department support including the School of Business Breakfast series - identifying alumni speakers and coordination.
- Secure faculty speakers for monthly "At Home with Queens College" Virtual talks.
- Provide strategic guidance to the Associate Director of Alumni Relations who oversees the GOLD (Graduates of the Last Decade) programming/outreach.
- Establish and build relationships with a wide range of alumni, locally, regionally, and nationally; maintain regular communications via LinkedIn, direct mail, face-to-face contact, and other strategic methods of communication.
- Plan, supervise and implement local, regional, and national alumni activities and events; utilize Raisers Edge database to create invitation lists, manage event logistics, liaise with appropriate contacts, and

oversee registration dashboard. Prepare talking points and timed program documents for QC President and other administrators in attendance.

- Manage the Liberty Mutual Affinity Program for Queens College alumni.
- Build college spirit and affinity through QC story-sharing campaigns and virtual events focused on QC memorabilia and QC history/archives.
- Encourage alumni to become volunteer alumni leaders assisting with outreach within a geographic area, reunion class, or other affinity group.
- Support the Institutional Advancement management team on philanthropic strategy to ensure successful fundraising programs.
- Responsible for reporting and office operations related to specific budgets, regularly updating RE database and managing office staff.
- Special projects and general administrative duties as assigned.

Qualifications

- Bachelor's degree required: advanced degree desirable.
- At least four to five years of managerial and supervisory experience in a higher education Alumni Relations setting.
- Superior communication and written skills, exceptional interpersonal skills, demonstrated ability to build and maintain relationships with academic areas, as well as volunteers.
- A very strong work ethic supported by commitment and follow-through; willingness to travel; proven ability to manage multiple tasks and adhere to deadlines.
- Some evening and weekend hours are required.