



## Job Description

### SECTION 1: JOB DESCRIPTION

Job Title:	Senior Associate Director of Alumni and Donor Relations
Department:	Development and Alumni Relations
Reports to (Title):	Director of Alumni and Donor Relations
Date completed:	May 23, 2019

#### JOB SUMMARY

*In three to five sentences, please briefly describe the job's primary purpose to the department.*

Reporting to the Director of Alumni and Donor Relations, the Senior Associate Director is part of the team which provides strategic leadership for alumni and donor programs, events, volunteers and communications which complement and support the mission of the College and the Office of Development and Alumni Relations (DAR). Key duties include, but are not limited to: 1) oversight of a robust alumni volunteer pipeline and engagement platform for DAR; 2) management of the class agent program; and 3) service as liaison to the Alumni Student Connections committee of the Alumni Council

#### ESSENTIAL JOB RESPONSIBILITIES

*List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)*

#	Responsibility	% of Time
(1)	<p>Oversee a robust alumni volunteer pipeline and engagement platform for development and alumni relations.</p> <ul style="list-style-type: none"> <li>-Develop strategic volunteer resources, training events (e.g. Volunteer Weekends), toolkits, templates and other assets to support professional and coordinated volunteer management across DAR program leaders.</li> <li>-Create and annually assess volunteer-related policies and procedures for DAR including those related to onboarding, civility/confidentiality, orientation, and release/retirement.</li> <li>-Coordinate an annual volunteer stewardship initiative in partnership with the Alumni Council.</li> <li>-Serve as the primary DAR liaison to the Center for Careers, Life and Service and the Wilson Program teams, supporting alumni volunteer engagement opportunities therein.</li> <li>-Work with campus program directors to identify new and existing opportunities with the goal of a coordinated calendar of alumni on campus volunteer engagements.</li> </ul>	60%

#	Responsibility	% of Time
	-Assist development colleagues with meaningful engagement and cultivation strategies for donor prospects.	
	-Lead strategy and marketing efforts for Grinnell Connect mentoring platform.	
(2)	Manage and evaluate class agent program and class agent communications including oversight of the processing and distribution of class newsletters and class notes for The Grinnell Magazine.	20%
(3)	Serve as the co-staff liason to the Alumni Student Connections Committee of the Alumni Council.	15%
	-Coordinate and attend monthly conference call meetings and bi-annual campus meetings.	
	-Work with chair(s) to set strategic priorities and projects each year and assist in the management of committee projects, as needed.	
(4)	Serve as a leader for DAR through additional duties.	5%
	-Support Reunion and other campus events as a member of the DAR team	
	-Serve on campus and office committees, as needed	
(5)		
(6)		

## GENERAL RESPONSIBILITIES

#	Responsibility
(1)	Maintain regular attendance in accordance with department policy.
(2)	Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
(3)	Understand and comply with the policies of the College Staff Handbook.
(4)	Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
(5)	Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
(6)	Protect confidentiality of College information.
(7)	Provide leadership to others through example and sharing of knowledge/skill.
(8)	Communicate with others in a courteous and helpful manner.
(9)	Perform other duties as assigned.

## SUPERVISORY RESPONSIBILITIES

Does this job have supervisory responsibilities?  Yes  No

If no, proceed to the next section (supervision received).

If **yes**, then check all that are supervised by this position.

- 1: Student Staff  
Approximately how many students?  
Approximately how many total hours of student staff?
- 2: Support Staff  
How many support staff? 1
- 3: Administrative Staff  
How many administrative staff?

Check one of the following:

Leadership:

- 1: Provide limited supervision to others through motivation, direction, review and feedback of assigned tasks.
- 2: Supervise work through the planning and scheduling of work, and the review and approval of tasks.
- 3: Supervise in both their work assignments and performance development (appraisal).
- 4: Supervise/manage/direct the selection, training, development, and appraisal of personnel.
- 5: Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

## **SUPERVISION RECEIVED**

Select the level of supervision that this position receives from their supervisor.

- 4: General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.

## **EDUCATION**

Select the level of education needed to successfully accomplish the essential duties of this job.

- 5: Bachelor's degree (B. A.) from four-year college or university

If a specific degree is necessary, please list it below. (i.e. B.A. in Accounting)

## **EXPERIENCE**

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.

- 5: Five years or more

## **COMPUTER OPERATIONS**

Please check one of the following:

- 5: Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

## **CERTIFICATES, LICENSES, REGISTRATIONS**

List the licenses, certificates, or registrations that are required to perform the essential duties of this job.

## **TRAVEL**

Please check one of the following:

- 2: Minimal overnight travel (up to 10%) by land and/or air.

## ADDITIONAL INFORMATION OR QUALIFICATIONS

Include any other information that will aid in the preparation of an accurate description of this job.

The successful Senior Associate Director will be a creative and ambitious person with demonstrated organizational skills, proven special event development skills, and strong volunteer management experience with the ability to build long-term relationships with constituents. Must be able to use tact and diplomacy and maintain a high level of confidentiality with a strong commitment to the concepts of teamwork. Other required qualities include:

- Excellent communication and interpersonal skills
- Ability to work collaboratively with colleagues throughout the College, alumni and other constituents to assure the success of a growing outreach initiative
- High energy, creativity, team player
- Willingness to travel and work weekends and evenings regularly as needed
- Work independently as well as a member of the team
- Must be able to balance multiple priorities

## SECTION 2: ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

### MENTAL/COGNITIVE REQUIREMENTS

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Effective communication skills (written and verbal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Composing & comprehending communication materials (written and verbal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Establishing effective interpersonal relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adjusting to changes (work load, environment, department structure, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Making decisions of moderate to substantial consequence	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Performing mathematical calculations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editing reports or technical materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and organizing (work load, schedules, events, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handle stressful, emotional and/or frustrating situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with numerous distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Working under a time pressure and within timelines/deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coordinating work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handling multiple assignments and priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Completing work in an accurate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concentrating - maintaining attention to details and tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Memory functions (remembering names, details and procedures)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PHYSICAL REQUIREMENTS

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to walk up or down stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

Check the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds (with an assisted device)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds (with an assisted device)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check one of the following:

- 2: Light physical activity performing non-strenuous daily activities.

Does this job have any vision requirements? Check all that apply.

- No vision Requirements

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

## WORK ENVIRONMENT

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	<b>Amount of Time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration (i.e. operating jackhammer, impact wrench)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check one or more of the following locations where this job would work:

- 1: Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Moderate noise (examples: business office with computers and printers, light traffic)

## ADDITIONAL INFORMATION

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.