



Director of Alumni Relations

Position Summary:

The Director of Alumni Relations, a full time position, is responsible for the planning and implementation of programs and projects that strategically engage alumni in strengthening programs and providing tangible benefits to alumni and current students at San Francisco Theological Seminary. The Director is also responsible for creating, cultivating, and supporting lifelong relationships among the San Francisco Theological family.

General Responsibilities:

- Serves as an ambassador and is responsible for bringing together the Seminary with its more than 4,700 alumni through a variety of formal and informal programs and securing commitments from alumni to provide professional expertise and volunteer service;
- Furthers the Seminary's mission to prepare women and men for transformational ministries of justice, peace and healing, which advances the church's hopeful, loving engagement with the world.
- Collaborates with colleagues in the administrative offices (including, but not limited to Admissions, Development, Center for Innovation in Ministry, and Student Affairs) to create and maintain pathways for alumni participation that advance the goals of the Seminary;
- Partners with Development colleagues to identify, cultivate, solicit and steward alumni giving;
- Serves as a liaison between the Alumni Council and the academic and administrative leadership;
- Shares accurate and relevant information that strengthens communication between the alumni community and the Seminary;
- Provides meaningful opportunities and diverse programming to enrich the lives of alumni and enhance their relationship with SFTS;
- Celebrates the distinctiveness of the SFTS experience;

Additional Responsibilities Include:

- Work closely with the SFTS Alumni Council, arranging its meetings, staffing its committees and ensuring strong and productive relationships between its members and the academic and administrative leadership.
- Plan, implement and promote alumni programs that support the SFTS's strategic plan in collaboration with colleagues within the Development Office, the President's Office, Enrollment Management and throughout the Seminary.
- Works closely with the Vice President for Enrollment Management on developing an Admissions-Alumni Recruitment program and with the Director of the Center for Innovation in Ministry on special projects that involve SFTS alumni;



- Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally; maintain regular communication with alumni via direct contact, email blasts, alumni web pages, and print publications.
- Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.
- Educate graduating students about alumni benefits and engage them in programs.
- Partner with Vice President for Enrollment Management to spearhead alumni involvement in the admissions process.
- Partner with the Associate Dean of Student Services to plan the growth and accessibility of career networking services for students and alumni.
- Partner with the Director of the Center for Innovation in Ministry on projects incorporating SFTS alumni in the Center.
- Partner with Director of Marketing on all initiatives involving marketing, advertising, and communications to SFTS alumni.
- Collaborate closely with development colleagues in increasing support from alumni; routinely identify and qualify alumni prospects for gifts; communicate development-related activities via written contact reports filed in Raiser's Edge and attendance at prospect management meetings.
- Oversee and balance the budget for Alumni Relations; within the annual program budget, manage existing and/or additional alumni programs, services and communications.
- Raise funds for select special projects and events in collaboration with Development colleagues.
- Supervise alumni relations staff members, administrative assistant (p/t), work/study employees (p/t) and provide guidance to alumni volunteers.

Knowledge, Skills, Abilities:

- A minimum of four years of experience in alumni relations and external affairs with demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership
- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the Seminary, alumni, other constituents and the public
- The demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers



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- Demonstrably strong writing, planning and organizational skills
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals
- High professional and ethical standards for handling confidential information
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Extensive experience with Raiser's Edge or a similar constituent database
- Ability to travel and work evenings and weekends as needed

Education:

- B.A. /B.S. degree from an accredited college or university
- Masters of Divinity or Masters in Theology or related field
- Four years of experience in alumni relations or equivalent combination of experience

To Apply:

Cover Letter and Resume to the Human Resources Director, Kathleen Waters at KWaters@SFTS.EDU Fax to (415) 451-2829 or mail to San Francisco Theological Seminary, Attn: Human Resources, 105 Seminary Road, San Anselmo, CA 94960.

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