



**Ave Maria School of Law**  
**Ave Maria School of Law, North Naples Florida**

**Position Title:** Director of Alumni Relations  
**Department:** Office of Development  
**Reports to:** Chief Development Officer  
**Exemption:** Exempt- Salary Position

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**Ave Maria School of Law** is far more than just a place to work. Rather, we are an institution dedicated to training the next generation of lawyers in the Catholic intellectual tradition. It is a place where you will feel good about devoting your time and talents.

**Overview:** The Director of Alumni Relations works directly with and reports to the Chief Development Officer. The position is responsible for developing and implementing programs and services to engage alumni and develop a lifelong connection between alumni and the law school. The position supports development efforts to engage alumni in fundraising activities to benefit the long-term success of the Law School. This position requires evening and weekend hours, as well as travel nationally.

**Essential Duties and Job Responsibilities:**

- Responsible for representing Ave Maria School of Law and its alumni to the legal community nationally, represents the institution locally in Naples and surrounding communities.
- Develop, implement, and evaluate programs and services that engage the alumni community to maintain an on-going relationship with the Law School.
- Plan and execute a variety of alumni events, including reunions and other networking events, to further unite the alumni community.
- Plan and execute Alumni Reunions in coordination with the Director of Special Events.
- Plan and execute regional alumni dinners and meetings in coordination with Development Officers in regions across the United States.
- Serve as the primary point of contact for alumni communications and inquiries.
- Serve as an ex-officio member of the Alumni Board; attend monthly/quarterly Alumni Board meetings, serve as a resource to Alumni Board leadership.
- Plan and manage annual alumni elections and an annual general alumni meeting.
- Maintains an active portfolio of class agents.
- Design, develop and execute marketing and communication strategies for use in digital and in print for alumni in coordination with the Office of Marketing & Communications.
- Ensure accurate and complete alumni database records; captures contact, biographical and career information of alumni via research, surveys, projects, correspondence, social media, and website.
- Update and maintain social media and web resources to engage and communicate with alumni.
- Organize and maintain alumni files, update the database and prepare reports for Law School

leadership.

- Serves as a resource for alumni conducting job searches.
- Coordinates alumni activities that educate and inform alumni of a variety of professional legal post-graduate opportunities. Coordinates such activities with the Associate Dean of Professional Development.

**Additional duties may be assigned as necessary.**

**Qualifications:**

- Legal or higher education office experience, 5+ years.
- Bachelor's Degree in Communications, Public Relations, the Humanities or law-related field required.
- Prior alumni relations or development experience preferred.
- Travel required 20-25% annually.

**Skills and Knowledge:**

- MS Word, Excel and Outlook.
- Strong internet research skills.
- Strong interpersonal and communication skills.
- Strong organizational skills.
- Ability to manage multiple projects.
- Must be a team player.
- Knowledge of Raisers Edge software and/or Simplicity software preferred.
- Database experience, 5+ years required.

<b>Job Type:</b>	Full-time Salary position
<b>Salary:</b>	\$60,000-\$75,000 (based on experience, education, and skill set)
<b>Benefits:</b>	All Ave Maria School of Law Benefits eligible immediately

Ave Maria School of Law recognizes the inherent value and dignity of all members of the human family. It values equal opportunity and seeks racial, cultural, and ethnic diversity. The Law School does not preclude admission or retention of students or employees on the basis of race, color, ethnicity, religion, national origin, gender or gender identity, sexual orientation, age, disability, military status, or status as a veteran or disabled veteran. The Law School maintains its Catholic character but is open to persons of all religious faiths who respect the goals of Ave Maria School of Law and whose conduct does not undermine the Law School's religious goals or compromise its Catholic identity.

