Development and Alumni Relations

Director of Alumni Relations

Position Description

Penn Law is one of the oldest and most distinguished law schools in the United States. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania, and a supportive intellectual community for scholars and students alike.

The Director for Alumni Relations is the primary architect of Penn Law’s strategies to encourage alumni engagement in the life of their alma mater. The Director for Alumni Relations creates and implements programming and leadership opportunities designed to involve alumni through substantive activities, social events, and life-long learning activities that encourage volunteerism and an on-going relationship with Penn Law.

Working with DAR colleagues, faculty, and staff from a variety of Penn Law offices, the Director builds and strengthens the relationships between JD & LLM alumni, current and admitted students, faculty, the various departments within Penn Law, and the institution as a whole through communication, outreach, and fostering professional and personal connections.

Duties and Responsibilities:

Programmatic:
Develop and implement innovative alumni programs designed to build new ways of connecting alumni to one another and to their alma mater. Implement on-site symposia and programming of interest; bring programming of interest to alumni around the globe.

Working with faculty, Legal Education Programs, the Center on Professionalism, Career Services, and other Law School and external providers, ensure robust opportunities for continuing education through CLE and other life-long learning programs for Penn Law graduates, offered on-site, on-line, and via innovative media.

Oversee the development of a world-class Reunion Weekend. Develop communication and budget plans; ensure design and successful implementation of a robust and engaging series of weekend events, including both substantive and social programming. Post event, conduct in-depth analysis and evaluation and develop responsive changes for upcoming years.

Oversee a world-wide and world-class Alumni Clubs program. Ensure that the program represents the interests of alumni of wide-ranging ages, diverse geographic and practice areas, and cultural and personal affinities. Grow the program strategically to match alumni population growth and institutional interests.

Recommend program enhancements, both administrative and substantive, on an on-going basis, including new partnerships and innovative opportunities to engage Penn Law alumni.
Communications:
Ensure a robust set of on-going communications, via a host of media, to alumni.

Work with the Associate Dean for Communications to disseminate information on alumni activities through the website, e-newsletters, and other related Penn Law communications.

Law Alumni Society Management:
Develop and implement strategies to productively engage Law Alumni Society board members in the life of Penn Law as active and contributing alumni volunteers. Collaborate with faculty and other Law School departments to identify fruitful and mutually rewarding opportunities for this engagement.

Develop an annual calendar of events for the Board, including Board meetings, Committee activities, and communication opportunities.

Oversee an LAS Awards program to honor alumni for career achievements, pro bono work, service to the legal profession, and service to the Law School.

Entrepreneurial and Representational:
Serve as a key public representative of Penn Law to important constituencies around the world, identifying and building relationships with alumni individually and in groups.

Build vibrant connections with Penn Law’s alumni as well as with partner institutions such as University colleagues, other universities and law schools, bar associations, etc., to foster relationships designed to enhance Penn Law’s connection with its graduates.

Serve as the primary representative of Penn Law alumni to colleagues at Penn Law, ensuring effective and productive cooperation with Admissions, Career Services, the Center on Professionalism, the Gittis Center for Clinical Legal Education, Graduate Programs, International Programs, Legal Education Programs, the Legal Practice Skills Program, and others. Ensure a robust Alumni Network resources for the entire Law School and alumni community.

Managerial:
Inspire, energize, and direct departmental colleagues, including an Associate Director and an Administrative Coordinator.

Provide annual reports to the Dean as well as reports to the faculty and to the Law School’s Board of Overseers as requested.

Communicate with senior University counterparts to coordinate campus-wide alumni initiatives and explore opportunities for joint programming, etc.

Qualifications
The successful candidate will hold an advanced degree, J.D. preferred (Penn Law a plus), and have a minimum of five years of increasing administrative responsibility in a creative enterprise. Experience in high level alumni or legal programming preferred. The successful candidate will understand and describe Penn Law’s strengths and its life-long appeal to its graduates. The successful candidate will have knowledge of database management, reporting systems, and assessment tools to evaluate and course-correct on programming. The successful candidate will demonstrate excellent understanding of
effective communication and marketing strategies as well as of novel ideas in alumni programming. The successful candidate will demonstrate commitment to diversity and sensitivity to graduates from different cultural, ethnic, geographic, and experiential backgrounds. We seek candidates who have established track records as collaborators in the workplace, within the immediate department and within the larger institution, as well as records as strong and motivational managers. The successful candidate will demonstrate a creative bent and will be well-suited to representing Penn Law proudly in all manner of public and internal forums.