Development and Alumni Relations

Director of Alumni Relations

Position Description

The University of Pennsylvania, the largest private employer in Philadelphia, is a world-renowned leader in education, research, and innovation. This historic, Ivy League school consistently ranks among the top 10 universities in the annual U.S. News & World Report survey. Penn has 12 highly-regarded schools that provide opportunities for undergraduate, graduate and continuing education, all influenced by Penn’s distinctive interdisciplinary approach to scholarship and learning. Penn offers a unique working environment within the city of Philadelphia. The University is situated on a beautiful urban campus, with easy access to a range of educational, cultural, and recreational activities. With its historical significance and landmarks, lively cultural offerings, and wide variety of atmospheres, Philadelphia is the perfect place to call home for work and play. The University offers a competitive benefits package that includes excellent healthcare and tuition benefits for employees and their families, generous retirement benefits, a wide variety of professional development opportunities, supportive work and family benefits, a wealth of health and wellness programs and resources, and much more

Position Summary

The Director for Alumni Relations creates and implements strategic annual and long-term plans, programming, and leadership opportunities designed to engage all alumni through events and activities that encourage volunteerism and a life-long relationship with Penn Law. 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:

1. Work closely with the Law Alumni Society to engage board members in the life of Penn Law as active alumni volunteers. Plan and facilitate three Board meetings each year. Ensure consistent and timely correspondence with all board members and act as the law school liaison with the LAS and all LAS Committees.

2. Initiate innovative alumni programs including a top-tier Reunion Weekend. Oversee the general planning, communication, budgeting, and implementation of all weekend events, including but not limited to the picnic, alumni dinners, CLE programs, receptions and Class events. Stay within the parameters of the University Purchasing, Legal, & Risk Management Departments. Evaluate alumni participation in the Weekend and make changes as appropriate.

3. Plan the LAS Awards program to honor those Alumni who will receive recognition for their career achievements, pro bono work, service to the legal profession and service to the Law School.

4. Supervise the Associate Director of Alumni Relations to ensure that the Alumni Clubs program represents the interests of alumni of wide-ranging ages, diverse geographic areas, practice
areas and cultural/personal affinities. Special emphasis is to be placed on Young Alumni and the local Philadelphia area.

5. With the Associate Director, supervise and work closely with the Administrative Coordinator for Alumni Relations for all alumni event planning, alumni communications, and alumni recognition programs.

6. Provide opportunities for continuing education through CLE programs planned in partnership with other departments of the Law School. Investigate other means of continuing education for alumni like UTube U.

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

8. Serve as the alumni liaison and consultant to administrative departments (Admissions, Clinic, CP&P, Graduate Programs, International and LLM programs, Legal Writing, etc.) of the School encouraging alumni involvement in the life of the Law School through development of the Alumni Network.

9. Other duties as assigned.

Qualifications

- Bachelor's degree required; Penn Law degree preferred
- Minimum of five years' experience in alumni affairs, development or a related field
- Proven leadership skills
- Experienced in strategic planning and successful implementation
- Experience within a college or university setting preferred. The candidate will have a history of working successfully with diverse constituencies, including colleagues, faculty, alumni, current students, and prospective students.
- Excellent communication skills, both oral and written.
- A track record of service, demonstrated flexibility and a strong work ethic.
- Demonstrated ability to organize tasks & priorities, manage multiple projects & meet tight deadlines essential.
- Highly organized, innovative and self-initiating with the ability to work independently as well as within a team-orientation in a highly collaborative environment.
- Commitment to the Penn Law ideals of collaboration is required.

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