

POSTING DATED: January 9, 2020

STAFF POSITION: Director of Alumni Relations

DIVISION/OFFICE: Institutional Advancement and Church Relations

REPORT TO: Director of Institutional Advancement

RESPONSIBILITIES: To provide leadership and strategic planning for alumni and alumni chapters to enhance dedication and support for Morris College. Coordinates all fund-raising activities and encourage online giving and utilization of employer's matching gift programs. Build and establish alumni chapters and assist with implementing their programs and activities. Assist Enrollment Management in involving alumni with the recruiting process. Prepares, edits and distributes e-newsletters and other publications for alumni as well as prepare monthly and annual plan of action for alumni affairs. Maintain and manage the current alumni database and prepare status reports of alumni and alumni chapters.

QUALIFICATIONS: Must have a Bachelor's degree. Strong verbal and written communication skills are required, with public speaking skills preferred. Excellent leadership skills with vision to encourage positive relationships.

DEADLINE/CLOSING DATE:

OPEN UNTIL FILLED: Open Until Filled

APPLICATION PROCEDURE : Submit a letter of application, personal resume, three letters of recommendation (must be mailed) and official academic transcripts to: Director of Human Resources, Morris College, 100 W. College St., Sumter, SC 29150-3599. Morris College is an Equal Opportunity/Affirmative Action employer.

1. [Download and print the Application form.](#)
2. Fill-out the form.
3. Mail the form to Morris College

EEO STATEMENT: Morris College is an Affirmative Action, Equal Opportunity Employer and does not discriminate against any individual or group on the basis of gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veteran status, genetic information, or disability.