



ENGINEERS | ARCHITECTS | SCIENTISTS

"In order to have a better world, we must first have a world of better men."
- Herb Scobie minn32

Position Description Director of Alumni Engagement

Location: Plainfield, Indiana
Reports to: Executive Director

Responsibilities:

The Director of Alumni Engagement is the primary staff member responsible for managing the overall alumni and community engagement plan for Triangle Fraternity. This plan will allow them to work with Triangle alumni, parents, college administrators and many of our vendors.

General Alumni Population

- Plan and implement comprehensive alumni-focused programming
- Act as primary contact for alumni support requests
- Identify and provide services for Triangle's alumni members
- Contribute alumni support material for social media, the Review and other communications
- Develop and support existing alumni organizations, including geographical and special interest alumni organizations (i.e. professional/career areas)
- Establish new regional alumni organizations where feasible
- Promote alumni recognition opportunities

Alumni Volunteers and Leaders

- Recruit, educate and support alumni volunteers on committees, member education boards, chapter advisory boards and house corporation boards
- Collaborate with the Director of Chapter Development to recruit and train alumni volunteers in conjunction with expansion projects
- Collaborate with the Director of Education to develop online resources for chapter advisor training and certification
- Develop and refine orientation and support materials for alumni, parents and friends of Triangle
- Assist chapters in the development of communication plans to promote alumni gatherings (i.e. meetings, reunions, special outings, etc.)
- With assistance of Triangle Education Foundation (TEF) and Triangle Building and House Corporation (TBHC) plan and staff Tour de Triangle events

With assistance of other staff ensure the following responsibilities are completed:

- Mentor and coach alumni officers by evaluating their duties, analyzing challenges, and developing action plans
- Conduct educational workshops on a variety of topics for the active and alumni members
- Participate in and support all aspects of expansion efforts
- Complete administrative tasks (i.e. time sheets, expense reports, etc.) in a timely manner
- Participate and support key programs/initiatives (i.e. Fraternity Strategic Plan, Leadership & Training Weekend, Scobie Leadership School, Biennial Convention, etc.)
- Support team members, alumni volunteers, National Council, Triangle Educational Foundation (TEF), Triangle Building and Housing Corporation (TBHC) with key projects and strategic initiatives
- Represent Triangle to internal and external audiences during work-related travel and event attendance, professional development conferences and interfraternal events
- Manage financial resources within approved budgets for communications and alumni engagement
- Develop metrics/measurements related to the success of the alumni engagement efforts
- Assume other duties as assigned by the Executive Director

Qualifications:

- 2-3 years of communications, marketing or alumni support experience preferred
- Working knowledge of CRM database systems (Salesforce preferred)
- Project management experience and ability to support multiple priorities
- Membership in a fraternity or sorority preferred, with preference to Triangle Fraternity
- An underst Triangle is an Equal Opportunity Employer.anding of higher education, college students, and alumni volunteers
- Ability to work well in a small staff environment, independently and as part of a team

Education Requirements:

Bachelor's degree; Master's Degree is preferred.

Travel:

Frequent travel will be required. The preferred candidate must be willing to travel some evenings and weekends.

Compensation:

Triangle Fraternity offers competitive salary in the fraternity industry. In addition to base pay, full premiums are paid for health/dental/vision insurance after 90 days and a Simple IRA plan with company match is offered after 1 year of employment.

Application Process:

Resumes will be accepted until the position is filled. To apply, send a cover letter, resume, and list of three professional references to:

Tom Pennington - tom@triangle.org
Triangle Fraternity
120 S. Center Street, Plainfield, IN 46168

Application for employment is not a promise or guarantee of employment