

**South Texas College of Law Houston**  
**Position Description**

Job Title: Associate Director, Annual Giving and Alumni Engagement  
Department: Advancement and Alumni Engagement  
Supervisor: Senior Director, Annual Giving and Alumni Engagement  
FLSA Status: Exempt  
Prepared by: Liju Mathew  
Prepared date: March 19, 2025  
Salary Range: \$81,500 - \$93,500  
Job Link: <https://stclh-careers.silkroad.com/>

**SUMMARY**

The Associate Director, Alumni Engagement and Annual Giving, is responsible for creating and executing a thoughtful and creative plan that will encourage alumni to engage and support the law school and support the law school's campaign goals. The Associate Director, Alumni Engagement and Annual Giving serves as a vital member of the Advancement department, which spans all fundraising functions, alumni engagement, and philanthropic services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

In collaboration with the Senior Director, Annual Giving and Alumni Engagement, create a multi-year plan for the alumni engagement program that results in growth for the program, exhibited through greater alumni program involvement, increased numbers of alumni serving in volunteer roles throughout the law school, increased alumni event attendance, and increased annual giving.

Manage individual alumni and alumni groups, working to engage them to support the goals of the law school. Foster engagement with a wide range of alumni by overseeing alumni chapters based on geography, practice area, ethnicity, and other defining affinities.

Encourage alumni involvement with student organizations. Act as liaison between alumni chapters/groups and student organizations. Ensure programs and events meet alumni engagement goals.

Maintain regular communication with alumni via direct contact, email blasts, social media, alumni web pages, and print publications.

Support the Alumni Association Board of Directors by developing programming for the Alumni Association, including but not limited to opportunities to assist in the admissions process, career networking needs, and community service opportunities.

In collaboration with colleagues, plan and execute various events for the Alumni Association and alumni affinity groups.

In partnership with Student Services, educate graduating students about alumni benefits and how to remain involved with the law school after graduation.

Working with the Senior Director, Alumni Engagement and Annual Giving, manage a reunion year giving program.

Working with colleagues in Marketing and Communications, highlight and promote alumni to internal and external audiences.

Work with colleagues to assist with updates and maintaining alumni data.

Respond appropriately to requests for information from alumni.

Comply with all aspects of the law school's Customer Service Standards.

### **SUPERVISORY RESPONSIBILITIES**

N/A

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person must have a poised and professional image; strong interpersonal skills with the exceptional ability to prioritize projects and workload, as well as the ability to work collaboratively in a team environment. High organizational ability, adherence to strict deadlines, and ability to manage concurrent projects and priorities. Demonstrated ability to handle confidential information with appreciation for the importance of complete protection of the privacy of donors and prospects. Must have proven analytical, critical thinking, and problem-solving skills. Solid computer skills, including knowledge of common donor databases, such as Raiser's Edge, and productivity tools within the Microsoft Office suite. Experience with email and digital fundraising and relationship building preferred. Strong interpersonal skills with the ability to communicate effectively and persuasively with coworkers and as well as faculty, staff, and students; must have demonstrated ability to exercise good judgment, tact, and discretion. Exceptional writing skills with an eye for creativity and great attention to detail. Service oriented with ability to make all visitors feel welcome. Must have a collaborative approach to working with others. Must have excellent writing and editing skills; proficient in windows-based software, including word processing, spreadsheet skills, and ability to learn new software programs as needed. Ability to work in a fast-paced environment and perform multi-tasking duties.

### **EDUCATION and/or EXPERIENCE**

A minimum of five years of philanthropy experience, with a preference for demonstrated experience in successful relationship building.

Experience in an institution of higher education, or an environment of similar complexity, is preferred.

Bachelor's degree required; advanced degree appreciated.

**LANGUAGE SKILLS**

Ability to define routine problems, collect data, establish facts, and draw valid conclusions to solve routine problems and/or deal with a variety of variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**MATHEMATICAL SKILLS**

Ability to perform basic math essentials.

**REASONING ABILITY**

Ability to define routine problems, collect data, establish facts, and draw valid conclusions to solve routine problems and/or deal with a variety of variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

N/A

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand and walk. Occasional light to moderate lifting from floor level, at waist, and above shoulders required. Infrequent bending and stooping necessary. Specific vision abilities required by this job include close vision in order to accurately input data and proofread; distance vision in order to recognize and assist visitors to the department.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fast paced, multi-tasking, non-smoking work environment. Must be able to work the general business schedule of the law school (9:00 a.m. to 5:30 p.m.) plus evenings and weekends as needed.