



The University of Toledo Foundation

Assistant Director of Alumni Engagement

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The University of Toledo Foundation, www.utfoundation.org, an independent 501(c)3 organization, exists for the sole purpose of supporting the University of Toledo. The Foundation is the official gift-receiving and fund-management organization for The University. Our purpose is to support the University's broad educational mission by receiving, managing, and distributing generous gifts to benefit students and enhance faculty and program efforts. The Foundation includes the Development, Alumni Engagement and Special Event functions. Through its subsidiary, the UT Real Estate Corporation, The Foundation also manages off campus real estate matters for The University.

The University of Toledo Foundation embraces the mission of The University of Toledo by aspiring to be a forward-thinking, philanthropic organization, providing impactful financial support and engagement opportunities for transformation throughout the University community.

The University of Toledo Alumni Association

The purpose of The University of Toledo Alumni Association is to support the University by fostering a spirit of loyalty to the University among its alumni. This is accomplished by providing a communications link between alumni and the University, encouraging and establishing activities for the alumni, and promoting programs to assist in the academic and cultural development of The University of Toledo.

Assistant Director of Alumni Engagement

The Assistant Director of Alumni Engagement directs assigned alumni affiliates, chapters and general alumni engagement activities to include areas such as: budget, communication materials, programming/events and volunteer management. This position manages and coordinates all aspects of assigned alumni affiliates, chapters and general alumni engagement activities.

Qualifications

Success in this environment requires a Bachelor's degree (may consider a degree in process) and a minimum of two years' professional experience in alumni engagement, marketing, special event planning, public relations or development/fundraising. Must have extensive verbal, written and marketing skills, and the ability to work with and in front of large crowds. Position involves frequent travel, including nights and weekends, and requires a valid driver's license.

To Apply

Interested candidates should submit a cover letter, resume, salary requirements and the name and contact information of three professional references. To apply, please send required credentials to UTFJobs@UToledo.edu.

Submissions must be received by May 18, 2018.

The University of Toledo Foundation values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other status protected by law.