

**Position:**

Director of Alumni Relations

Northeastern Illinois University (NEIU) invites applications for the position of Director of Alumni Relations.

Northeastern Illinois University enrolls more than 11,000 students and has five campus locations throughout the Chicagoland area. NEIU is the most diverse university in the Midwest, according to *U.S. News and World Report*, and is the only four-year public University in the Midwest to be federally designated as a Hispanic Serving Institution. NEIU offers 37 undergraduate programs, and 38 fields of graduate study.

Northeastern Illinois University has more than 58,000 alumni, 85% of whom live in the Chicagoland area. Each year NEIU graduates approximately 1,800 new alumni.

**Responsibilities:**

The Director of Alumni Relations reports to the Assistant Vice President for Development and Alumni Relations. The Director is primarily responsible for the coordination, implementation and management of alumni programs consistent with the mission and vision of the University and the Northeastern Illinois University Alumni Association by providing outreach and building relationships with Northeastern Illinois University alumni.

**Specific Duties Include:**

- Promote engagement, interest and awareness among the nearly 60,000 NEIU alumni;
- Envision, develop and carry out programs and initiatives to cultivate relationships with individual alums and alumni groups;
- Identify opportunities to engage alumni through events, programs, and activities on and off the NEIU campuses;
- Create new opportunities for interaction between alumni and the University;
- Serve as the primary liaison between the University and NEIU alumni;
- Provide direct management, guidance and supervision to other Alumni Relations staff and volunteers as directed;
- Provide leadership, management and supervision in coordinating various Alumni Association activities, including, but not limited to, the Membership Program, the Salute to Graduates, Commencement, the Class Gift Program, reunions and other alumni programs, affinity programs, academic department and college alumni-related events, annual heritage events and the Northeastern Network;
- Direct the planning and production of alumni publications including *In Common*, NEIU's award-winning alumni magazine;
- Work in synergy with the Development Office at NEIU by assisting in the identification and cultivation of prospective donors;
- Serve as a resource for the University Events Office by assisting with related events and initiatives.

**Qualifications:**

Bachelor's degree required; master's degree preferred. Minimum five years of experience in alumni relations (preferably in an institute of higher learning) or other constituent relations required. Northeastern Illinois University is a federally-designated Hispanic Serving Institution (HSI). Preference will be given to a bilingual Spanish-English candidate.

**To Apply:**

Applicants should submit a cover letter outlining their interest and qualifications for the position, a current resume, and three professional references. Materials must be sent electronically to [c-mccormick1@neiu.edu](mailto:c-mccormick1@neiu.edu). No submissions other than through e-mail will be accepted.

Review of applications will continue until April 30, 2010.

*Northeastern Illinois University is an Affirmative Action, Equal Opportunity Employer.*