*[NOTE: An employee performing the duties described below may qualify as exempt from the minimum wage and overtime provisions of the FLSA depending on the level of independent judgment and discretion the employee exercises. If the employee is given broad discretion in how he or she executes his or her duties, the employee is likely exempt (if (s)he is paid the requisite threshold weekly salary (currently $455 a week to be raised to ~$970 a week), but if the employee is merely carrying out a predesigned template of what he or she should do, the employee is likely not exempt. If you are unsure, consult counsel or err on the side of classifying the employee as non-exempt.]*

[Provide a short summary of your organization, its mission, etc.]

**Position description**

**Title:** Director of Alumni Relations

**Supervisor/reports to:** Executive Director

**Unit/department:** [Insert if appropriate]

**Exempt Position**

**Purpose:** The Director of Alumni Relations is responsible for creating, developing and implementing programming and services aimed at developing alumni relations, encouraging and supporting alumni groups, coordinating alumni group volunteer activities and fostering relationships between alumni and local chapters. The Director of Alumni Relations is also responsible for facilitating the transition from chapter member to alumnus.

**Duties and responsibilities**

* Responsible for the creation, development, and support of alumni groups and activities nationwide
* Responsible for supporting existing alumni associations and tracking existing association involvement and efforts
* Responsible for recruiting and developing new alumni associations and members
* Responsible for developing relationships with alumni associations and enhancing the ties between the association and their local chapters and the national organization
* Developing and maintaining scorecard to track quantitative outcomes of alumni engagement initiatives
* Responsible for documenting distribution of alumni to determine potential areas for activity
* Responsible for maintaining records on alumni group officers and activities
* Responsible for regular/annual alumni association reporting and billing
* Responsible for promoting transition of and engagement opportunities for new alumni

\*\*\*All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made, unless an accommodation would impose an undue hardship on the organization. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation provided such reasonable accommodation would not impose an undue hardship on the organization.

**Minimum Knowledge, Skills and Abilities Required**

* Alumnus of [organization]
* Bachelor’s degree required
* Knowledge and understanding of Greek organizations
* Excellent oral and written communication skills
* Excellent interpersonal skills
* Able to make independent decisions

**Working conditions**

This position requires occasional evening and weekend work, and regular overnight travel (~60% of time spent traveling).

**Physical requirements**

This position requires regular travel and work on-site at fraternity houses across the country and extended viewing of computer screens.

**[Organization name] provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, [Organization name] complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that I have reviewed and understand the above job description.

Employee Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date