



***To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.***

**Close Date:** May 1, 2025

**Job Title:** Alumni Engagement Officer

**NJ CSC Job Title & Code:** 81257-Professional Services Specialist 3A

**Job Category:** CWA-35 Hour Workweek, Non-Exempt

**Class Code:** 21

**Internal Salary Range:** \$62,164.35 - \$88,009.24

**External Salary Range:** \$62,164.35 - \$70,779.32 (Steps 1-4)

*The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below.*

*The external salary range is used for candidates who are not NJ state employees who meet the requirements below.*

***Position Summary:***

The Alumni Engagement Officer will provide support to all alumni engagement initiatives for the college. This role will support the digital planning and marketing for all alumni communications, social media, website, and events. This successful candidate will develop ways to increase alumni engagement throughout the year assisting with the college's signature events such as: Homecoming and Alumni Weekend. The Alumni Engagement Officer will manage the digital engagement platform and collaborate with campus partners to increase alumni engagement and experiences.

***Main Responsibilities:***

- Develop and lead a new culture of innovation and engagement in alumni programming, developing strategies and plans, and lead the implementation of creative and meaningful engagement for alumni throughout the US.
- Develop and manage a robust series of premier alumni programs including but not limited to: guest alumni lectures, mentoring programs, advisory board recruitment, career programming, etc.
- Coordinate relationships and reconnect alumni and alumni donors to the College through volunteer programs, such as the alumni chapter programs, young alumni network, identification of alumni to assist current students with career and internship opportunities, and other programs.
- Coordinate the logistical management of alumni and student programs and services that strengthen the alumni-to-college, alumni-to-alumni, and alumni-to-students networks. Provide leadership and direction to Alumni Affinity Groups and Chapters College-wide, including but not limited to college- or campus-based groups, degree-specific groups, and local and national city-based alumni groups; and designing and implementing a training program for volunteer leaders.
- Develop strategic partnerships and collaborative relationships with college departments where needed to develop or enhance initiatives consistent with goals. Collaborate with the Offices of Career Services, Admissions, Community Engagement and other campus units, as appropriate, for the benefit of alumni.
- Plan and implement programs and activities associated with major alumni events including Homecoming and Alumni Weekend.
- Create, coordinate, and implement communication vehicles, both print and electronic, for enhanced communication with alumni.
- Manage annual budgets for the Office of Alumni Engagement and the Alumni Association.
- Conduct analysis of programs, communications, and data to determine new methods to engage alumni.
- Oversee maintenance of constituent and event records in Raiser's Edge.
- Oversee and manage the Office of Alumni Engagement website, working in conjunction with the Office of Communications, and provide vision and content for online initiatives.
- Oversee the annual alumni awards program, including recruitment and management of the alumni nominations committee.

***Minimum Requirements:***

- A Bachelor's degree is required and a minimum 5 years experience in higher education or related development experience.
- Substantial track record of successful volunteer management experience required with interactive online communications, and social media planning experience.
- Outstanding verbal and written communication skills, superior editorial skills, mature judgement and attention to detail are required. Organizational and computer skills; experience using Microsoft Office and Raiser's Edge database; and the ability to establish and maintain effective working relationships with the College Community.
- Ability to provide direction and motivation to others through communication, modeling appropriate behavior, optimism and high achievement.
- Demonstrated success in events management experience, and customer service orientation.
- Demonstrated ability to develop and implement programs consistent with the alumni engagement plan, and to ensure that programs effectively address agreed-upon objectives and priorities, operate within budget limitations, and comply with appropriate policies and procedures.
- Ability to work independently as well as within a team environment. Strong analytical and independent decision making ability is required.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

***Employer Qualifications:***

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.
- **Residency Requirement:** In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

***About TCNJ***

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

***Employee Benefits:***

As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans
- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)
- Employee affinity groups
- [New Jersey State Employee Discount Program](#) (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities

*To view a comprehensive list of benefits available to employees, visit our [Health Benefits Plans and Programs](#) page to learn more!*

***Application Instructions:***

Qualified candidates should apply online at: [careers@tcnj.edu](mailto:careers@tcnj.edu) and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

***SAME Applicants***

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: [same@tcnj.edu](mailto:same@tcnj.edu). For more information on the SAME program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at: 833-691-0404.