

**School of Nursing**  
**University of Alabama at Birmingham**

**Position Description**

**Alumni Affairs Specialist – Office of Development and Alumni Relations**

**Position Number: #T227758**

**SUMMARY:**

The University of Alabama at Birmingham (UAB) seeks an Alumni Affairs Specialist to work with the School of Nursing, Office of Development and Alumni Relations. The Alumni Affairs Specialist is responsible for program administration, board management, alumni relationship management, event planning and execution through appropriate marketing and communication efforts including printed materials, social media, etc. This position is responsible for increasing alumni engagement within the School of Nursing to cultivate various levels of support for the school and the university and to manage information to be tracked in alumni databases in partnership with Advancement Services and alumni board business.

This position will report to the Senior Director of Development II in the School of Nursing and will be an integral member of the school's Office of Development and Alumni Relations (ODAR).

This position is hybrid eligible after the probationary period.

**Key Duties and Primary Responsibilities:**

- Collaborate with the Alumni Affairs Office/ National Alumni Society to develop strategies, goals and objectives for alumni participation and ensure a consistent image of UAB, best use of resources, and synergy with other alumni efforts taking place on campus
- Develop and execute programming and events that will engage School of Nursing alumni in meaningful ways that support the mission and vision of the school and university
- Cultivate individual relationships with School of Nursing alumni in order to create a volunteer pipeline
- Manage multiple alumni related boards that support the School of Nursing

**Knowledge, Skills, Abilities and Worker Characteristics:**

- Demonstrated writing skills
- Demonstrated networking skills
- Ability to network and build relationships with internal and external stakeholders
- Project/event management skills including time management
- Knowledge of colleges, schools and units within UAB
- Commitment to customer service and the ability to work collaboratively across units

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- Interpersonal and problem-solving skills with the ability to navigate a complex work environment
- CRM usage and management
- Travel required

**Minimum Requirements, Qualifications:**

- Bachelor's degree in Business, Communications, Marketing or a related field
- Two (2) years of related experience working in alumni or fundraising required
- Proficient in Word, PowerPoint, and Excel

**Annual Salary Range: \$47,665.00 - \$57,500.00**

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