

Organizational Overview

Founded in 1875, the University of Maine Alumni Association is an independent 501c3 nonprofit organization dedicated to advancing the best interests of the University of Maine and its former, current, and future students. We do so by encouraging relationships and mobilizing resources in ways that enhance the value of a UMaine degree. Our efforts focus on providing information, programs, and events that serve our members' personal and career interests and advocating for policies and assets that strengthen UMaine's quality, reputation, and appeal.

The Alumni Association serves as the independent voice and representative of all individuals who have experienced a University of Maine education. There are currently more than 110,000 UMaine alumni living in all 50 states and 112 countries

The Association's mission is pursued through three broad areas of emphasis:

1. providing information, programs, networking opportunities and events that engage the Association's members and serve their personal and career interests.
2. providing input and advocating for policies and resources that strengthen the quality, affordability, value, and reputation of a University of Maine education; and
3. cultivating affinity for the University of Maine among the Association's members and friends by fostering a culture and practice of personal involvement, volunteerism, and philanthropy.

Position Overview

The Alumni Programs Associate is responsible for planning and implementing programs, services, and events that promote alumni engagement. The APA works closely with the Director of Alumni Programs to develop effective strategies and tactics that will accomplish that objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates, and executes actions and activities related to the Alumni Association's support of Alumni chapters and affinity groups, Alumni Class gatherings, and other events and activities as assigned.
2. Supports the Director of Alumni Programs in planning and execution of on-campus events including Homecoming and Senior Alumni Reunion, among others.
2. Manages operations and budgets related to the actions and activities identified in Essential Duties and Responsibilities #1.

3. Coordinates Association personnel involved in volunteer and engagement activities as well as Association volunteers directly involved in the actions and activities identified in Essential Duties and Responsibilities #1.

4. Collaborates with others within the Association and with the Association's campus partners and stakeholders to ensure seamless communication, planning, and high-quality execution of the APA's areas of responsibility.

SECONDARY DUTIES:

1. Periodically represents the Association at meetings and events on and off campus.

2. Performs other duties as assigned.

QUALIFICATIONS:

Preference will be given to candidates that meet or exceed the following criteria.

1. A bachelor's degree from an accredited institution, or equivalent experience.
2. At least one year professional experience and success organizing programming and events involving stakeholder groups and public audiences.
3. Excellent oral, written, and interpersonal communication skills.
4. Strong and effective budget management skills.
5. Sound, prudent, and consistent judgment in decision-making.
6. Valid driver's license

PHYSICAL DEMANDS:

1. Due to the nature of the position, the APA is expected to occasionally travel by ground or air transportation to lead or participate in programs and events.

2. Duties will occasionally require physical activity to set up or dismantle light equipment, furnishing, and displays.

Job Type

Full time, salaried

Pay Range

\$40,000 to \$44,000 annually, plus benefits

Benefits

Medical

Dental

Pre-tax medical and dependent care flexible spending plans

403b retirement with match

Paid vacation, holidays, and sick time

Continuing education assistance

Hybrid work environment

Interested candidates should submit a resume and cover letter via email at alumni@maine.edu. A review of submissions will begin immediately, but will be accepted through September 2, 2022.