



FOCUS St. Louis® is the region's premier leadership organization, preparing diverse leaders to work cooperatively for a thriving St. Louis region through experience-based leadership training, civic issue education and public engagement initiatives.

Position: Assistant/Associate Director of Member and Alumni Relations (Dependent on Experience)
Status: Full-time
Reports to: President & CEO and Director of Development

Leveraging the deep connections between membership, fundraising, and alumni engagement, the Assistant/Associate Director of Member and Alumni Relations manages all functions of member relations, including member acquisition and retention, stewardship, special events, and pipeline development. The Assistant/Associate Director is also responsible for all functions relating to alumni relations, including developing, planning and executing special events designed for alumni, implementing services and activities that engage alumni, and encouraging participation in the life of FOCUS St. Louis.

Duties & Responsibilities:

- Serves as the point person that assists the President and Director of Development with overall planning and implementation of member, alumni events and functions.
- Involves members, alumni and friends of FOCUS by assisting with coordination of the alumni chapter network and providing support to their activities by organizing meetings and social activities.
- Solicits input from alumni and enlists their support in goals and objectives set in the strategic plan to increase engagement of alumni.
- Facilitates alumni involvement and contact with FOCUS and fellow alumni by organizing information about alumni (such as deaths, promotions, honors, etc.) and editing this information for the Class Notes section of the FOCUS Newsletter.
- Provides current and timely information about FOCUS, member and Alumni events by co-editing the bi-monthly electronic newsletter for alumni and friends.
- Facilitates communication with alumni regarding alumni activities by assisting with the maintenance of the database containing alumni records.
- Coordinates programming with the third party online social community/electronic vendor to communicate with members, alumni and friends.
- Fosters good relationships with members and alumni by responding to inquiries from them and providing requested information and assistance.
- Assists in the production of communications for members and alumni, including brochures, letters, mailings, blog posts, and emails.
- Develops and contributes to the growth and effectiveness of the FOCUS Alumni Association by researching new programs and projects as directed.

- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as recommended by the President and Director of Development.
- Contributes to the overall success of the Member and Alumni Relations by working on special projects and performing all other essential duties and responsibilities as assigned by the President and Director of Development.
- Plan, direct and execute a diverse and robust series of programs (e.g., reunions, dinners, seminars, forums, networking events) to engage FOCUS members and alumni in consultation with the Director of Learning.
- Together with the Director of Marketing and Communications, coordinate communications strategies to increase alumni engagement and membership.
- Work closely with the Program Directors in creating and presenting to graduating participants about alumni relations at the conclusion of each programs.
- Recruit alumni to become FOCUS members and serve on FOCUS committees, forum panels, selection day judging panels, and other formal opportunities for engagement.
- Serve as the contact person for alumni and others interested in information, services and programs related to alumni.
- Work with Executive Assistant to ensure accurate database tracking of all members and alumni.
- Plan, manage and execute logistical components of major annual event(s) to reach fundraising and membership goals within budget.
- Supervise the management of event mailing lists and related data, working closely with the Director of Marketing and Communications.
- Other duties as assigned.

Qualifications & Requirements:

- Bachelor's degree, required, Master's preferred.
- Five years of progressive related experience in fundraising and practices of alumni relations required.
- Demonstrably strong writing, planning, marketing, communications and organizational skills.
- Interest and experience in data analysis and solicitation strategies.
- Attention to detail and volunteer management experience.
- A self-starter, results-oriented individual who is comfortable working as part of the broader advancement team to support organization's fundraising goals.
- Strong computer skills and knowledge of database research and maintenance.
- Ability to work with alumni of all ages.
- Must be able to work occasional evenings as warranted.
- Ability to set priorities and manage multiple projects simultaneously.
- Excellent decision-making and project management skills.
- Proven experience in collaborating and fostering productive relationship with peers, subordinates and business partners.
- Good negotiation and diplomacy skills.
- Knowledge of St. Louis region (and/or a willingness to quickly come up to speed).

- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint; willingness to embrace new technologies.

APPLICATION INSTRUCTIONS:

Starting salary and title for this position will be commensurate with the appointee's background and experience. FOCUS St. Louis offers an excellent benefits package.

For more information about FOCUS St. Louis, please explore our website at www.focus-stl.org.

To make inquiries or express interest about the position, send a resume and cover letter indicating salary requirement addressed to Dr. Yemi Akande-Bartsch, President and CEO of FOCUS St. Louis at YemiA@focus-stl.org. All inquiries will be kept strictly confidential. No calls please.

FOCUS St. Louis is an equal opportunity employer.