

**Job Title:**

Director of Alumni Relations

**Salary Range:**

\$95,000-\$115,000

**Summary:**

New England Law | Boston has been a mainstay within Boston for over 100 years. Located in the heart of historic downtown, New England Law offers the opportunity to become an integral part of a special community of students, scholars, and dedicated people from diverse backgrounds.

Working closely with the Dean's office, the Director of Alumni Relations will lead the law school's alumni operation, providing strategic, tactical, and managerial leadership for alumni relations efforts.

The Director is dedicated to understanding alumni and facilitating ways to grow and sustain the base of alumni engaging with and supporting the school. The Director will oversee alumni relations, the Annual Giving Program, and plan special events. The Director will work with the Dean of the law school to provide context on the leadership of philanthropic activities.

**Key Responsibilities:**

- Help build and strengthen the alumni network by planning and implementing engagement opportunities that foster lifelong mutually enriching connections and support New England Law priorities and initiatives (e.g., Alumni Reunion Weekend, regional receptions, and activities that support recruitment and career development).
- Direct the development of the Annual Giving Program to build donor awareness and loyalty; establish goals, objectives, and procedures related to communications and annual giving; and recommend and manage the implementation of best practices in strategic communications and annual giving processes.
- Oversee alumni digital strategy, alumni experience operations, and measuring engagement—through both attitudinal and behavioral dimensions—of more than 12,000 alumni.
- Develop alumni backgrounders and conduct research to support alumni participation in events for the career services and admissions teams; and individual outreach from the Office of the Dean.
- Work closely with the marketing and communications department to produce the annual alumni magazine, and to provide alumni insight for admissions, career services, and the Office of the Dean.
- Cultivate a culture of engagement to include events and programs, volunteer opportunities, and community partnerships.
- Lead alumni and student volunteer committees/groups; manage time, activity, and expectations to achieve goals in support of institutional priorities.

**Requirements:**

- Bachelor's degree required
- Minimum three years of alumni relations experience
- Experience working in the advancement field, preferably in higher education
- Demonstrated ability to interact well with trustees, senior administrators, staff who report directly to them, and the general school community
- Demonstrated analytical, organizational, and decision-making skills with follow-up abilities are essential
- Strong well-developed communication and planning skills, and a strategic, goal-oriented approach to work.
- Proven ability to develop good working relationships up, down, and across an organization, and easily communicate with a broad range of audiences
- Must be skilled at making presentations to varied audiences
- Integrity and high standards of professional conduct are needed, and flexibility in work hours is necessary since attendance at periodic evening and weekend meetings and school events is required.

**To apply:** Send resume & cover letter to [DeansOffice@nesl.edu](mailto:DeansOffice@nesl.edu)

**It is the policy of New England Law | Boston to provide equality of opportunity for all persons, including faculty and employees, with respect to hiring, continuation, promotion, tenure, and any other terms or conditions of employment, without discrimination on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, genetic information, military service, age, or disability. The law school complies with all applicable federal, state, and local nondiscrimination laws, including Title IX.**