

Associate Director of Alumni Awards and Engagement

The Associate Director of Alumni Awards and Engagement is responsible for directing and coordinating Alumni Association's events including the Alumni Awards Evening and the Wabash CannonBall Colorado gala.

Key Responsibilities

- Directs the annual Alumni Awards evening and coordinates the Alumni Excellence Award and the Wildcat Pride faculty/staff award.
- Directs the annual Wabash CannonBall Colorado gala.
- Coordinates the Alumni Fellows program in conjunction with the University administration and colleges.
- Coordinates the Iman Outstanding Faculty Awards program.
- Directs other events, including the Houston Crawfish Boil, to engage with alumni and friends.
- Oversees the associated budgets for events being directed and coordinated.
- Represents the Association at Association, university and community activities in a professional manner.
- Other duties as assigned.

Requirements

- Bachelor's degree.
- Minimum of five years' work experience in an area relevant to the position.
- An equivalent combination of relevant education and experience will be considered.

Preferred Qualifications

- Self-starter with strong writing, speaking and interpersonal skills.
- Strong organizational skills, attention to detail and ability to meet deadlines.
- Experience with event planning and experience working with volunteer programs.
- Ability to work independently and drive projects to completion.

Salary and Benefits

Competitive Salary with benefits including paid health, dental, company paid life insurance. 403(b) retirement plan with company match. Paid leave including holidays, vacation, sick, personal, and volunteer leave. 8 weeks paid parental leave. Paid professional development and EAP (Employee Assistance Program).

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Regular attendance is required in this job. The K-State Alumni Association is an Equal Opportunity Employer.

Submit letter of interest, resume and three references to: Attn: Human Resources, K-State Alumni Association, 100 Alumni Center, 1720 Anderson Avenue, Manhattan, KS 66506-1001. Screening of applicants will begin on May 15 and continue until the position is filled. For questions, contact Matt Schwartz, Business Manager, K-State Alumni Association, 785-532-5055. Applications or questions may be submitted online to mschwartz@k-state.com.