

# **Covenant College Job Description**

## **Assistant Director of Constituent & Alumni Relations**

Join a team of employees who are committed to an exciting mission to offer the world biblically grounded men and women equipped to live out extraordinary callings in ordinary places. Covenant College is a community committed to the Bible as the inerrant Word of God, and everything we do is grounded in our Reformed theology and worldview.

Covenant has a beautiful 400-acre campus that stretches atop Lookout Mountain, Georgia on the Georgia/Tennessee border, just outside of Chattanooga. The community is a hub of vibrant cultural, educational, business, high-tech and entertainment activity and is an affordable place to live or raise a family. The campus enjoys incredible vistas of the Smoky Mountains and the Cumberland Plateau with views that span across several states. The region is widely known as an outdoor recreational paradise for campers, boaters, cyclists, climbers, cavers and hikers, all this while being conveniently located within two hours of Atlanta, Nashville and Knoxville.

### **Opportunity:**

We are currently seeking an Assistant Director of Constituent & Alumni Relations who will be responsible for assisting in the development, implementation, measurement, and success of a strategic alumni engagement plan each year and who will coordinate programs, projects, events, development of resources, and alumni interaction that fosters continued alumni engagement with Covenant College.

### **Essential Functions**

1. Assist with building, developing and implementing an alumni relations plan for engaging alumni in prayer, representation, and giving opportunities. Coordinate the facilitation of this alumni involvement with the Development Office, Center for Calling & Career, Admissions Office, and Constituent Relations.
2. Strengthen and promote Covenant's alumni participation in praying for, representing, and giving.
3. Coordinate with the development team to create and put into action, strategies for connecting students with their upcoming roles and opportunities as alumni.
4. Assist with developing and implementing solutions for measuring and expanding alumni relations involvement with faculty and staff interdepartmentally.
5. Work with Admissions and Marketing departments on alumni calendar and communication pieces, including but not limited to, social media, web, print and electronic communications.
6. Ensure accurate and complete alumni database records including biographical and career information of alumni through use of surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.
7. Help plan and execute homecoming and other regional alumni events through the year.
8. Coordinate the construction of a long term strategic plan for the alumni office.
9. Complete other duties as assigned by the Director of Constituent Relations.

**Competencies:**

- Strong oral and written communication/presentation skills.
- Strong interpersonal skills, with the ability to coordinate and build relationships among a wide variety of constituents (both internal and external).
- Ability to use discretion in sensitive and confidential matters.
- Demonstrated ability to strategize, implement, and build constituency programs and activities.
- Excellent attention to detail, time management, and organizational skills.

**Required Education/Experience:**

- Bachelor's degree
- At least three years of related work experience
- Technological proficiency, including working knowledge of Google Suite, Microsoft Office Suite, and social media platforms, such as Facebook, Twitter, etc.

**Preferred Education/Experience:**

- Covenant College graduate
- Experience managing a team.

**Additional Eligibility Requirements:**

- An acceptance of and commitment to Jesus Christ as Savior and Lord.
- An understanding of the mission and purpose of Covenant College.
- A strong understanding of and commitment to Scripture, the Westminster Standards, and the doctrinal standards of the Presbyterian Church of America (PCA) denomination.
- Must be able to assent to [Covenant College's Staff Commitments](#).

**Physical Work Environment:**

- This role is expected to be performed on campus unless otherwise directed or arranged for and operates primarily in a professional office environment using standard office equipment such as computers, phones, photocopiers, filing cabinets and other job-related technology.
- There is a mix of (primarily) sitting and standing for this particular role.
- Classified as light, occasional lifting or lowering an object from one level to another (includes upward pulling) up to 10 lbs.
- Expressing or exchanging ideas and conversation by means of the spoken word; needs to be fluent and conversant using the English language.
- Generally, full-time staff days and hours of work are Monday through Friday, 8:00am to 4:30pm. Occasional evening and weekend work may be required as job duties demand.
- Occasional travel may be required for this position.

**Position Classification:**

Regular full-time (40 hours per week); FLSA Exempt  
Reports to Director of Constituent Relations

**To Apply:**

Interested applicants should apply at <https://www.covenant.edu/about/employment>. Qualified candidates will have the opportunity to attach supporting documents to the application.

Documents required for this position include:

- Letter of interest.
- Résumé - including contact information for three references.
- A statement or expression of your personal faith, sharing about your walk and the ongoing work of Christ in your life.

**07/21/2023**