DESCRIPTION
Top-ranked University of California, San Diego is one of the premier research universities in the world, widely acknowledged for its local impact, national influence and global reach. UC San Diego’s more than 140,000 alumni are part of an accomplished community who bring pride and distinction to UCSD. UC San Diego Alumni and Constituent Engagement, a division of External and Business Affairs at UCSD, is committed to the creative engagement of alumni as advocates, volunteers, leaders and donors, and development of a sustainable donor pipeline in support of UCSD’s annual private support goals.

The Assistant Director, Signature Programs and Volunteer Engagement is responsible for the development, planning, management and evaluation of signature and volunteer alumni programs that advance the mission and goals of UCSD Alumni and Constituent Engagement (ACE). This position reports directly to the Senior Director of Alumni Affairs and works in close collaboration with ACE, External Affairs, and campus partners including Admissions, Student Affairs, and Parent and Family Programs, to establish and sustain the growth of the UC San Diego alumni network. The incumbent will develop strategy, including goals and objectives, content, and budget for major signature programs including Alumni Weekend, Fall Leadership Weekend, and key regional events in the Bay Area, Los Angeles, and San Diego. The Assistant Director will provide work direction to the Alumni Programs Coordinator and student staff for the successful planning and execution of all signature programs. The incumbent will facilitate alumni activities specifically designed to identify, cultivate, recruit, train and steward volunteers for key programs and campus initiatives as well as serve the dynamic needs of volunteers and for meaningful engagement and service to UC San Diego. These programs will create meaningful relationships with alumni and enhance the commitment between alumni and the University.

As a member of Alumni & Constituent Engagement, the incumbent will work collaboratively to assess the needs for and recruit volunteers for major programs and oversee the student ambassador group, Order of the Tritons, to facilitate their partnership and involvement with major campus events. The incumbent will engage the alumni community in activities and programs defined by Alumni and Constituent Engagement; manage information and data pertaining to alumni engagement; examine alumni interactions across volunteer programs and provide constructive mechanisms to engage alumni; develop annual plan that cascades from the institutional Alumni and Constituent Engagement strategic plan and annual goals; foster working relationships with volunteers to advance alumni participation goals; and provide input for the creation and dissemination of relevant and timely communication in collaboration with the Marketing and Communications colleagues in Alumni and Constituent Engagement. In addition, the incumbent will identify philanthropic opportunities and coordinate with Annual Giving for the solicitation of volunteers for alumni gifts, as well as opportunities to increase alumni participation through signature programs.

~Occasional weekend and evening work and travel. Must have access to reliable transportation.

QUALIFICATIONS
- Proven experience in successfully coordinating and executing the logistics of programs, special events, meetings, and receptions. Creative ability to conceptualize, develop and implement programmatic activities from only very general guidelines.
- Demonstrated working knowledge of the administrative structure and academic programs of a major university, with specific knowledge of UCSD preferred. Knowledge of alumni relations industry and trends are a plus.
- Demonstrated working knowledge of generally accepted accounting principles and practices.
and experience in creating and overseeing a program budget.

- Demonstrated ability to provide lead direction to staff and manage volunteers in accomplishing established goals and objectives and maintain office activities with respect to established procedures and guidelines.
- Proven ability to use a computerized system with various office software to include database, desktop publishing, spreadsheets, Internet, and word processing systems.
- Outstanding oral and written communication skills, including knowledge of accepted principles and practices of marketing and proven effectiveness in speaking on a one-on-one basis and making oral presentations.
- Experience in effectively advising, motivating, and communicating with alumni and division staff. Ability to establish professional working relationships and interact effectively with diverse groups having competing interests and priorities within the university and community.

SPECIAL CONDITIONS
Background check is required.

UC San Diego is an Equal Opportunity / Staff Affirmative Action Employer that values a diverse workforce and provides reasonable accommodations to people with disabilities.