



FOR HR USE	
Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
POSN Number	999710
Grade	15

D R A K E U N I V E R S I T Y
J O B D E S C R I P T I O N

NAME: VACANT

DEPARTMENT: ALUMNI AND DEVELOPMENT TITLE: DIRECTOR ,
ALUMNI AND PARENT PROGRAMS

REPORTS TO: SPVR TITLE: VICE PRESIDENT, ALUMNI AND
DEVELOPMENT

TO APPLY: MAIL COVER LETTER & RESUME TO:
DRAKE UNIVERSITY
ATTN: VICE PRESIDENT, ALUMNI &
DEVELOPMENT
2507 UNIVERSITY AVENUE
DES MOINES, IA 50311-4505
NO PHONE CALLS PLEASE

ESSENTIAL JOB FUNCTIONS

- Create, implement, staff, and evaluate programs and activities designed to involve alumni, parents, students, friends and the community in the life of the University. 25%
- Mentor, guide, and coach direct reports. Expand their capabilities, creativity, and effectiveness engaging and communicating with key constituents. 20%
- Assist with creative and editorial input of University communication vehicles, including the alumni website, Blue magazine and e-blue. 10%
- Develop plans to deal with short term priorities (0-1 year) including goals and objectives for colleges, schools, divisions, departments, or the University as a whole. 10%
- Manage the operation of the National Alumni Board, Parents Board and Chicago Advisory Board. 10%
- Provide division leadership by serving on the Alumni and Development senior management team. 10%
- Monitor and oversee department budget to insure maximum effectiveness and compliance. 5%
- Recruit alumni and parent volunteers for participation in University boards and programs. 5%
- Monitor and evaluate the performance of your employees. 5%

Comments:

The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

ESSENTIAL ELEMENTS

EDUCATION:	Baccalaureate Degree – Knowledge of specialized principles of techniques normally obtained through a four-year college/university academic program or an equivalent in-depth specialized training program directly related to the type of work being performed.
EXPERIENCE:	Considerable: 3-7 years
OTHER ESSENTIAL TRAINING AND SKILLS:	Outstanding communication and human relations skills, ability to work with senior administration and campus constituencies as well as the broader public of alumni and friends; high degree of energy, initiative, and creativity. PC Computer Experience, Spreadsheet/Database Applications (i.e., Microsoft Excel Access, Filemaker), Microsoft Word Processing Applications, Presentation Software (i.e., PowerPoint).
SCOPE OF MANAGEMENT:	Number of Direct Reports: 5

SCOPE

COMPLEXITY:	Work is substantially complex and varied and requires the selection and applications of technical and detailed guidelines. Independent judgment is required to identify, select and apply the most appropriate of available guidelines and procedures as well as interpret precedents.
CONSEQUENCE OF ERROR:	Errors may serious, usually not subject to direct verification or check, causing losses such as improper cost computation, overpayment or improper utilization of labor, materials and equipment. Effect usually confined to the organization itself.
DECISION MAKING:	Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect the department or other departments within the organization. May also review decisions made by other individuals on more routine matters.
IMPACT:	Moderate Impact – Causing increased satisfaction or dissatisfaction, producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing for financial gain or expense with short-term impact.

WORKING CONDITIONS & PHYSICAL EFFORT

	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift object weighing up to 20 pounds.			X		
2. Lift objects weighing 21 to 50 pounds.	X				
3. Lift object weighing 51 to 100 pounds.	X				
4. Lift objects weighing more than 100 pounds.	X				
5. Carry objects weighing up to 20 pounds.			X		
6. Carry objects weighing 21 to 50 pounds.	X				
7. Carry objects weighing 51 to 100 pounds.	X				
8. Carry objects weighing 100 pounds or more.	X				
9. Standing up to two hours at a time.			X		
10. Standing for more than two hours at a time.			X		
11. Twisting or turning head or back.					X
12. Stooping, bending, kneeling, or crawling.				X	
13. Ability to reach and grasp objects.					X
14. Manual dexterity or fine motor skills.				X	
15. Color vision - the ability to identify and distinguish colors.				X	
16. Ability to communicate orally.					X
17. Ability to hear.					X
18. Pushing or pulling carts or other such objects.			X		
19. Proofreading and checking documents for accuracy.				X	
20. Using a keyboard to enter and transform words or data.					X
21. Using a video display terminal.		X			
22. Working in a normal office environment with few physical discomforts.	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation or the like.				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions.	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls.		X			
26. Operating automobile or van.				X	
27. Operating heavy equipment.	X				
28. Extreme temperatures, such as cold or heat.	X				
29. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects	X				
30. Other physical ability or hazard exposure required by the job.	X				