Title: Director Alumni Advocacy

Pay Scale Group: 19

Essential Function

Based in Columbus and under general supervision from a designated administrator and in collaboration with the division of Governmental Relations and University Communications, direct, manage and coordinate the daily functions/operations of the University's Advocacy Program. The director will also work with the University of Cincinnati Alumni Association and the University of Cincinnati Foundation.

Characteristic Duties

Assist in developing and implementing the Alumni Advocacy program.

Manage processes for recruitment of volunteers and oversee the training and orientation of new volunteers and instruct them in policies and procedures.

Accountable for achieving strategic objectives and for overseeing and directing the department functions including the day-to-day operating plans and organizational goals.

Recommend talking points on major legislative issues that benefit the university; create one-page briefings on key issues taking place on campus and at the Statehouse; produce other correspondence as needed.

Serve as liaison to internal and external constituents.

Provide back-up support to executives as needed; disseminate information and communication.

Participate in special projects as assigned.

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with five (5) years experience; -OR- Associate's degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in Business Administration or related discipline; experience must be in related field and include at least three (3) years supervision.