

Assistant Director of Alumni, Donor & Foundation  
Engagement - Institutional Advancement  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254832>

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Posted Mar. 24, 2025, set to expire Apr. 13, 2025

<b>Job Title</b>	Assistant Director of Alumni, Donor & Foundation Engagement - Institutional Advancement
<b>Department</b>	Development
<b>Institution</b>	Quinsigamond Community College Worcester, Massachusetts
<b>Date Posted</b>	Mar. 24, 2025
<b>Application Deadline</b>	04/13/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Administration - Other
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**Job Description**

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**Assistant Director of Alumni, Donor & Foundation Engagement - Institutional Advancement**

**Category:** Professional

**Department:**

**Locations:** Worcester, MA

**Posted:**

**Closes:** 4/13/2025

**Type:**

**Position ID:** 186523

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### **Position Summary**

The Assistant Director of Alumni, Donor & Foundation Engagement is responsible for developing and implementing strategies to engage alumni, donors, and the QCC foundation in support of the college's mission, vision, and strategic goals. This role involves cultivating relationships, organizing events, and managing communication efforts to enhance alumni and donor engagement, increase philanthropic support, and strengthen the college's presence within the community.

### **Supervision Received**

Reports to the Director of Development, in the Institutional Advancement Office

### **Supervision Exercised**

May supervise full-time and part-time clerical support and work study students. Will also support vendor services.

### **Duties and Responsibilities**

#### **Alumni Engagement**

- Develop and implement programs to engage alumni in college activities, events, and initiatives
- Manage quarterly Alumni Association meetings, Alumni Association Board elections, induction of graduates into the Alumni Association, and class gift.
- Maintain and update the alumni database to ensure accurate and current contact information.
- Organize alumni events, reunions, and networking opportunities to foster a sense of community.
- Create and distribute regular alumni newsletters and communications.

#### **Donor & Grantor Engagement**

- Support the Advancement Office in cultivating and maintaining relationships with current and prospective donors and grantors.
- Support the Advancement Office in developing and implementing donor and grantor recognition programs to acknowledge and thank supporters.
- Support the Advancement Office in providing regular updates to donors and grantors on the impact of their contributions.
- Assist in organizing donor and grantor appreciation events and fundraising campaigns.

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### **Foundation Support**

- Provide support for QCC Foundation activities and events.
- Support the Advancement Office in facilitating Foundation Board and committee meetings.
- Support the Advancement Office in managing Foundation scholarships.
- Support the Advancement Office's participation in and sponsorship at local events to raise awareness of the College and Foundation.

### **Communication and Marketing**

- Develop and implement communication strategies to enhance alumni, donor and grantor engagement.
- Create marketing materials, including brochures, newsletters, and social media content.
- Collaborate with the President's Office and the College's marketing and communications team to ensure accurate and consistent messaging and branding.

### **Job Requirements:**

#### **Minimum Qualifications**

- Bachelor's degree in a related field (e.g., Communications, Marketing, Nonprofit Management).
- Minimum of 3-5 years of experience in alumni relations, donor engagement, or a related field.
- Strong interpersonal and communication skills.
- Proven ability to build and maintain relationships with diverse stakeholders.
- Experience in event planning and project management.
- Proficiency in database management (e.g. Raiser's Edge) and Microsoft Office Suite.

#### **Preferred Qualifications**

- Master's degree in a related field.
- Experience working in a higher education or nonprofit environment.
- Knowledge of fundraising principles and practices.

### **Additional Information:**

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities

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as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=186523>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact



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