



COORDINATOR OF ALUMNI & COMMUNITY ENGAGEMENT INSTITUTIONAL ADVANCEMENT

REPORT TO: VICE PRESIDENT FOR ADVANCEMENT, INNOVATION & GROWTH
E CLASS: FULL-TIME
FLSA: EXEMPT

PURPOSE:

The Coordinator of Alumni & Community Engagement is responsible for developing and implementing programs that strengthen relationships with alumni, donors, community partners, and friends of the College. The position promotes alumni engagement, volunteerism, philanthropic support, and community partnerships that advance the College's mission and strategic goals. The Coordinator collaborates with campus departments, the Foundation, and external stakeholders to increase alumni participation, community involvement, and institutional visibility.

PREFERRED QUALIFICATIONS:

- Bachelor's degree required.
- Two to three years of experience in alumni relations, advancement, nonprofit management, community engagement, fundraising, or a related field.
- Strong written, verbal, organizational, and interpersonal communication skills.
- Proficiency in Microsoft Office and constituent relationship management (CRM) systems preferred.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Develop and coordinate alumni engagement programs, events, and reunions.
- Maintain alumni and constituent records and ensure database accuracy.
- Develop and distribute alumni communications, newsletters, and digital content.
- Recruit, train, and coordinate alumni volunteers and ambassadors.
- Cultivate relationships with alumni, donors, community organizations, and corporate partners.
- Assist with annual giving, fundraising campaigns, donor stewardship, and sponsorship initiatives.
- Identify and develop community partnerships that support institutional priorities.
- Represent the College at alumni, community, and networking events.
- Coordinate community engagement initiatives and volunteer activities.
- Support Foundation Board meetings and Advancement special events.
- Prepare reports, presentations, and participation metrics.
- Collaborate with the Office of Communications to promote alumni and community engagement activities.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of alumni relations, community engagement, and fundraising principles.
- Strong organizational, communication, and relationship-building skills.
- Ability to coordinate multiple projects, events, and priorities.
- Ability to develop partnerships and engage diverse stakeholders.
- Ability to prepare reports, analyze data, and maintain confidential information.
- Proficiency in Microsoft Office and database management systems.

WORK ENVIRONMENT:

The work environment includes exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects. Occasional evening or weekend hours may be required to accommodate campus initiatives.

TRAVEL:

Travel may be required.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other basis prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd, Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex.

MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).