

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Manager, Alumni Affairs
DEPARTMENT: AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Manager, Alumni Affairs is responsible for managing a range of initiatives and programs designed to support Alumni and develop and nurture strong relationships between AFI and Alumni of the AFI Conservatory and the AFI Directing Workshop for Women and encouraging active engagement and long-term support of the AFI Conservatory. In addition, the Manager oversees the process for recording Alumni professional accomplishments in the film and television community and within the AFI community, leveraging the information to strengthen ties and promote the success of the Conservatory.

PRINCIPAL DUTIES:

- Develop and manage the Alumni program, which includes developing benefits, communications and events that encourage Alumni support of the AFI Conservatory and engagement with AFI programs
- Initiate Alumni events that provide professional development and social interaction among and between Alumni and the AFI Conservatory. In collaboration with the Special Events team, plan and execute Alumni activities and events, including Alumni reunions, special screenings and seminars.
- Identify, engage and cultivate relationships with Alumni in groups and in one-on-one settings to promote key volunteer positions and to build support for AFI and the AFI Conservatory.
- Perform comprehensive analysis and manipulation related to all aspects of Alumni programs and use statistics to evaluate current programs and make recommendations for program changes.
- Serve as a liaison between the AFI Conservatory and Advancement to ensure the long-term interests of strong Alumni relationships are served.
- Actively participate on the AFI Conservatory team by attending regular meetings and strategizing on prospect cultivation, coordination and management.
- Work with the Marketing and Communications department to create a strategy for communication with Alumni that serves the needs of the Alumni and the Conservatory. This strategy will include the development and distribution of the AFI Alumni newsletter and/or other publication(s), managing congratulatory correspondence in trades, and other activities as necessary.
- Support the AFI Marketing and Communications team and the offices of the Dean and Vice Dean to communicate with Alumni for interviews and other press and publicity interests.
- Present opportunities for involvement with the Alumni program during AFI Conservatory Commencement rehearsal to support a smooth transition from an educational environment to a professional environment.

- Field requests from Alumni and others seeking professional crew for projects and connect Alumni with employment opportunities when possible.
- Attend key AFI events and festivals to meet-and-greet and support Alumni when appropriate.
- Collaborate with Fellow Affairs and Admissions to serve Fellows from point of inquiry through graduation and beyond.
- Create structure and support for the Alumni Mentor Program and Alumni organization(s).
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required; Master's Degree preferred.
- Four years' experience in a higher education alumni relations/alumni affairs/career services department; prior leadership experience strongly preferred.
- Experience in the cultivation, solicitation and stewardship of individual donors.
- Experience in the training, managing and motivating volunteers.
- Genuine interest in film and support of AFI's mission with natural ability to articulate this mission and role to others.
- Knowledge and/or experience in film and television community is preferred.
- Excellent computer and database management skills with expertise in Microsoft Word and Excel in a Mac environment. Prior experience in a Mac environment is essential.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Ability to work independently while being an integral member of a high-functioning team.
- Strong leadership, time management and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Proven project management skills with the ability to take a project from conception through completion.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Problem-solving skills are essential.
- Ability to work well under pressure.
- Personal integrity and the ability to inspire confidence and trust.

SUPERVISION:

The Director, Alumni Relations performs all duties and responsibilities under the guidance and supervision of the Vice Dean, Academic Affairs, AFI Conservatory.

FULL-TIME X

If full-time, number of months per year 12

REGULAR X

If part-time, number of hours per week

PART TIME _____