



THE UNIVERSITY OF THE WEST INDIES

## **POST OF DIRECTOR, ALUMNI RELATIONS**

Applications are invited from suitably qualified persons for the post of Director, Alumni Relations - Institutional Advancement Division (IAD), Vice-Chancellery.

The primary mission of The Institutional Advancement Division (IAD) is to promote The University of the West Indies as a premier institution of higher education with leadership in areas critical to the Caribbean, to generate more philanthropic gifts for the University, and to encourage alumni to view the institution as a lifelong partner for professional and personal enrichment. The IAD is engaged in a wide range of activities designed to build strong financial and volunteer support and lasting relations with alumni, donors, students, parents, friends, the public and private sectors, the diaspora and the media.

### **MAIN PURPOSE AND SCOPE OF THE JOB:**

The Director reports to the Executive Director, Institutional Advancement and is responsible for devising and implementing The University of the West Indies' strategy for fostering excellent alumni relations in order to build and strengthen relationships between the University and its alumni community of over 200,000 graduates in order to maximize alumni interest and engagement with the University. In so doing, the Director will oversee the provision of a robust alumni experience, champion quality and reinforce the importance of alumni engagement.

The University of the West Indies is seeking a dynamic visionary and strategic leader to serve as the Director of Alumni Relations. The Director will strategically shape and develop the Alumni Relations programme in line with The University's current Strategic Plan, and play a critical role in fostering lifelong relationships between UWI and its alumni across the Caribbean and globally. The successful candidate will lead efforts to enhance alumni engagement, build affinity, promote philanthropy and celebrate and promote the achievements of UWI graduates.

The successful candidate will be expected to:

- Design and implement a multi-campus Alumni Relations strategy aligned with the mission, strategic goals and vision of UWI.
- Lead the development and management of programmes that engage alumni in meaningful ways across all UWI campuses and globally.
- Strengthen The University's relationship with existing alumni chapters and support the creation of new regional and international chapters.
- Plan, execute and support signature alumni events such as developmental seminars, homecoming, class reunions, UWI Global Giving, Distinguished Alumni Awards, and networking opportunities.
- Collaborate with UWI entities to integrate alumni into university activities
- Write and coordinate alumni communications publications including newsletters, alumni magazines, digital content and social media engagement
- Maintain accurate alumni data and engagement metrics through the alumni database using analytics to inform best practices, strategy and reporting.
- Cultivate relationships with alumni to support mentorship programmes, student engagement, and fundraising efforts.
- Act as key ambassador for UWI, representing the institution at alumni events regionally and internationally
- Manage staff, volunteers and alumni ambassadors while promoting a culture of collaboration and inclusion.
- Prepare reports for the Alumni for presentation at University Meetings;
- Provide input from the alumni perspective regarding University-wide policies and processes;
- Perform any other related duties as assigned by the Executive Director.

**Qualifications and Experience:**

- Master’s degree in Communications, Public Relations, Marketing, Business Administration or related field.
- At least 5 years of experience in at least one of the required fields.
- Deep appreciation for UWI’s legacy, role in the development of the Caribbean, global contribution and the value of its alumni networks.
- 3-5 years’ experience interacting with stakeholders at a global level as The University has a significant number of alumni in North America, Europe, Australia and Asia;
- 3-5 years’ experience working with diverse communities;
- 3-5 years’ experience working on multiple projects simultaneously while prioritizing deadline;
- Experience in building productive relationships with alumni, students, staff and faculty will be an asset.
- Strong project management and event planning experience.
- Proficiency in digital marketing tools.
- Willingness to travel regionally and internationally, with flexibility to work evenings and weekends.

**Competencies:**

• Analytical Thinking	• Attention to detail
• Client Focus	• Continuous Learning
• Creativity and Innovation	• Impact and Influence
• Interactive Communication	• Relationship Building
• Work Ethics and Values	• Project Management
• Strategic Thinking	• Team Leadership
• Using Information Technology	• Valuing Diversity

Full details of the remuneration package may be obtained from the Office of Administration by contacting us at **email: [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm)**). Detailed applications giving **i)** full particulars of qualifications and experience, biodata; and **ii)** the names, titles, mailing and e-mail addresses, fax and telephone numbers of three (3) referees should be sent as soon as possible to the: **UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, THE UNIVERSITY OF THE WEST INDIES, THE UWI REGIONAL HEADQUARTERS, HERMITAGE ROAD, KINGSTON 7, JAMAICA, W.I., E-mail: [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm)**

The closing date for receipt of applications is **June 8, 2024**.

*The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.*

Kingston Jamaica: A vibrant city for living and working Kingston, Jamaica is the perfect place to experience an authentic Caribbean lifestyle thanks to its vibrant culture, beautiful beaches, and diverse cuisine. Since its founding 77 years ago, The UWI has focused on creating an excellent and ethical university, offering an unrivalled range of academic programmes, producing research of global significance, and developing strong leadership skills across all of its campuses. The Regional Headquarters has a picturesque view of the blue mountain, located at Mona, the oldest campus of the university, which encompasses 653 acres of land nestled in a lush valley that was once home to two large sugar estates. Several statues and murals depict its vibrant artistic community and the university's landscape is dotted with historical ruins such as the aqueduct and water wheel, reflecting its plantation origins.